# Online Faculty System

## An Archdeacon's User Manual

**Julie Patenaude**

**1/2/2015**

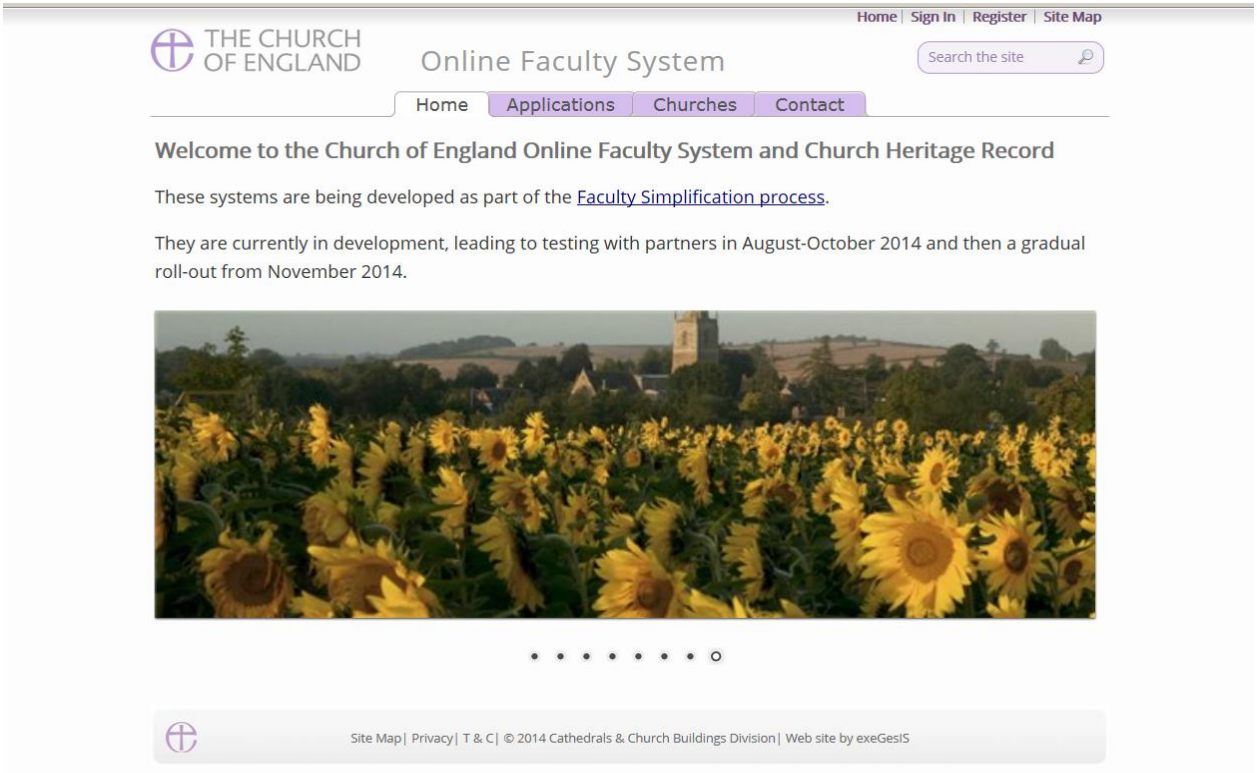
This document is a step-by-step guide to the Online Faculty System for Archdeacons.

# Table of Contents

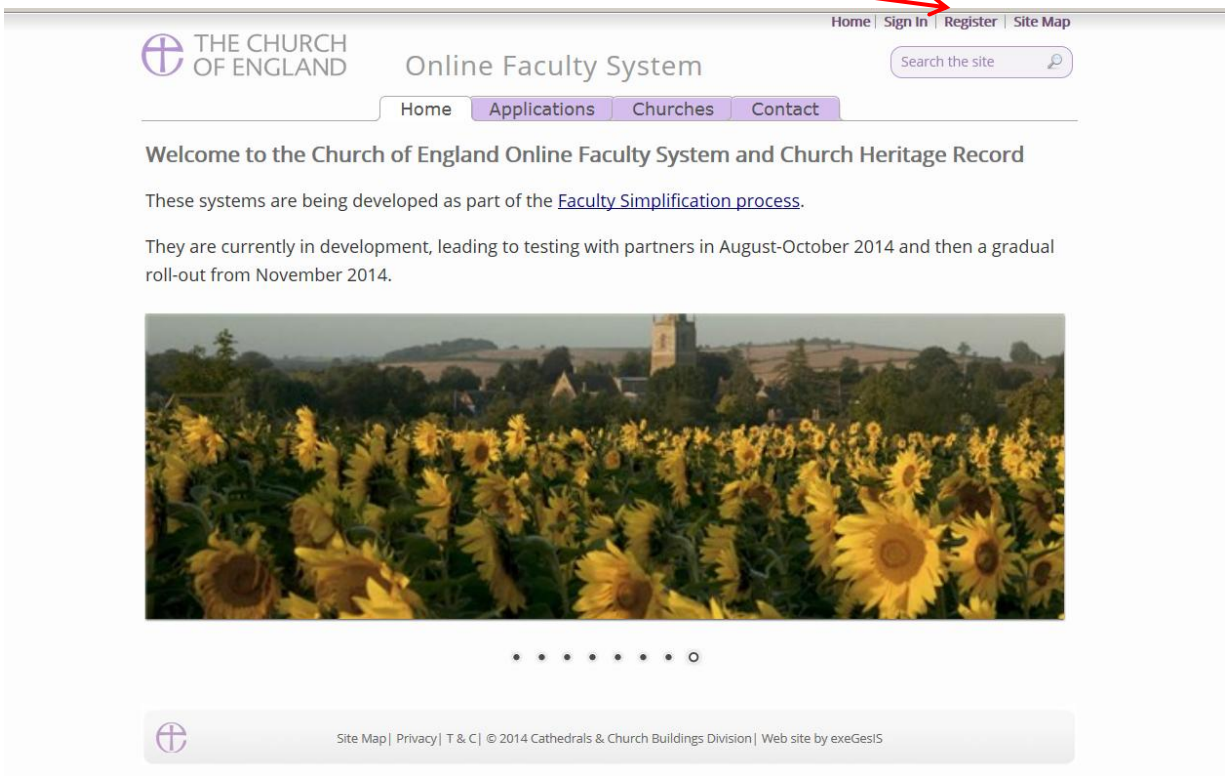
How to Register as an Archdeacon ..... 3
Signing In and Out of the Online System ..... 8
Recovering your Password ..... 10
Managing your Account ..... 12
Navigating your Dashboard ..... 14
Navigating a Case File ..... 19
Inviting External Consultees to View an Application ..... 23
Working on an Application ..... 26
Getting Help ..... 30

## How to Register as an Archdeacon

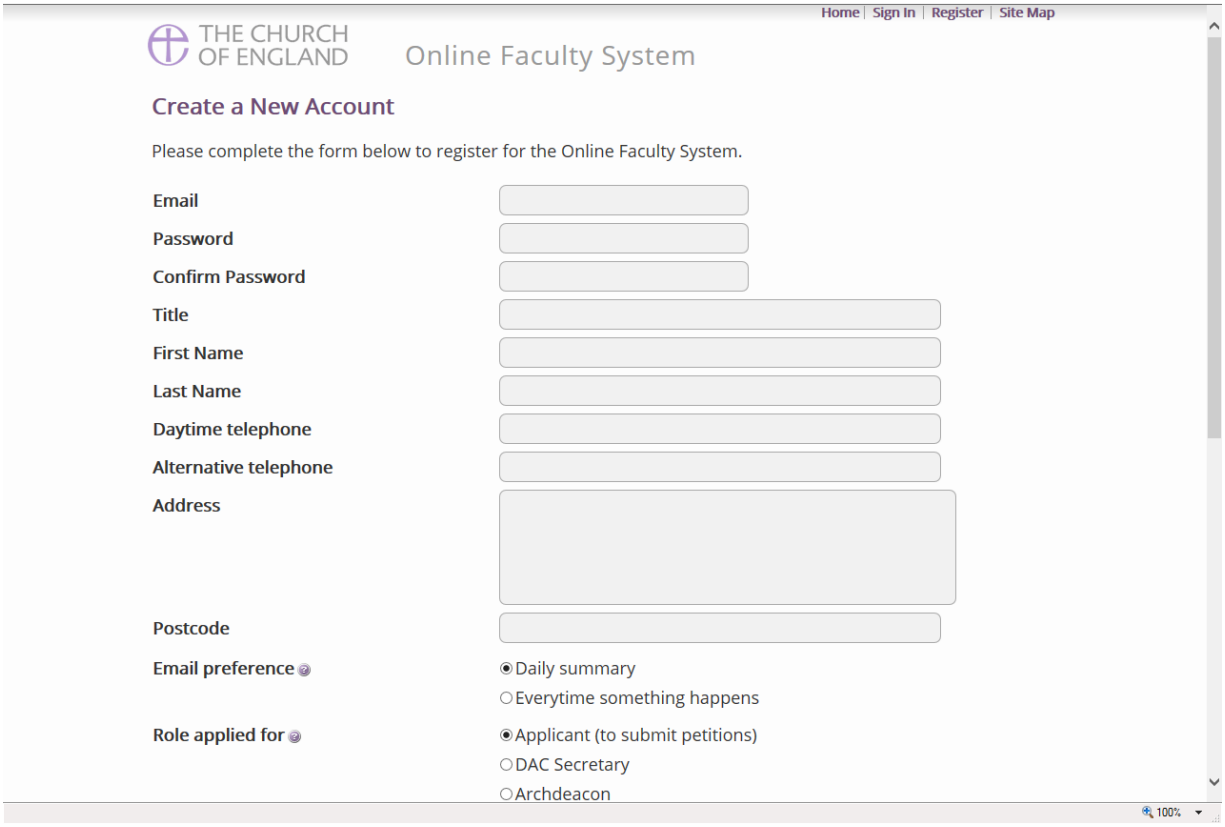
1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.


Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Click on **Register**


Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

3. This will take you to the **Create a New Account** page.



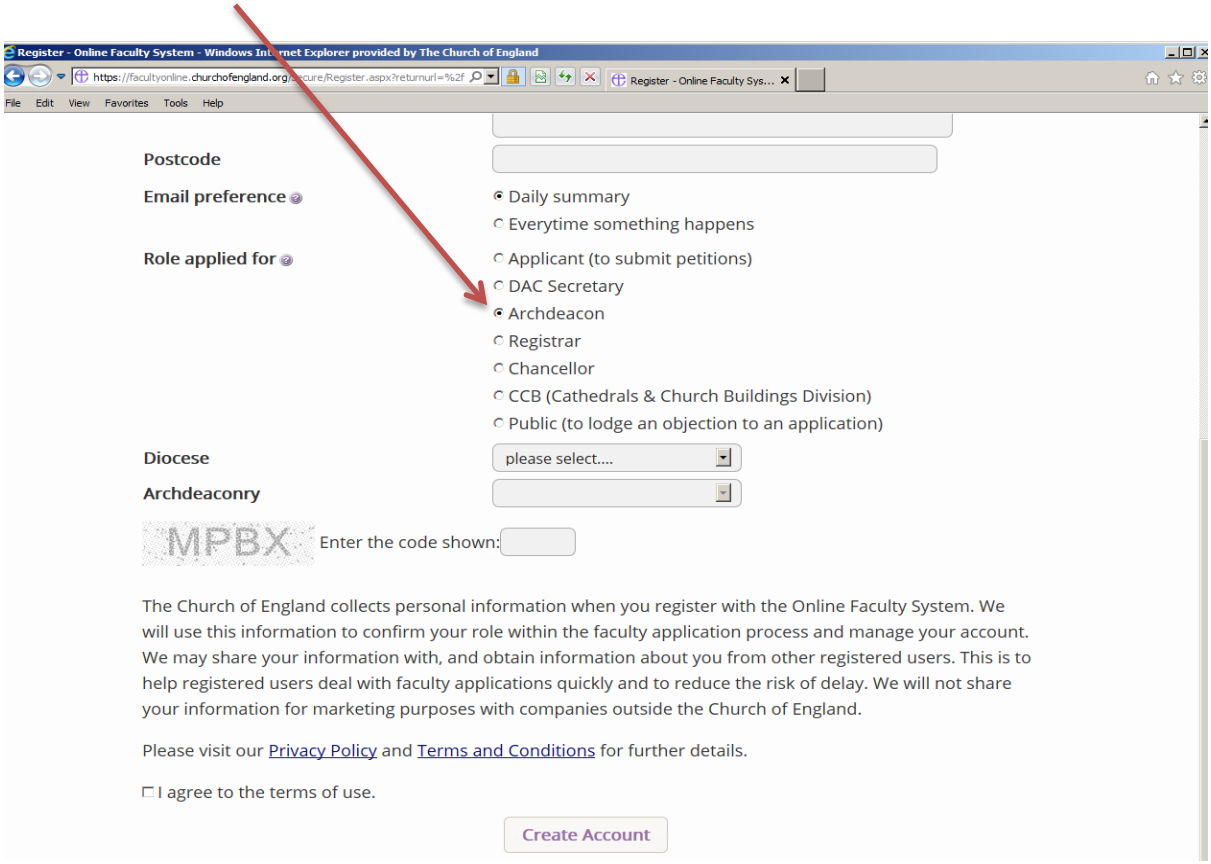

4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese either as:

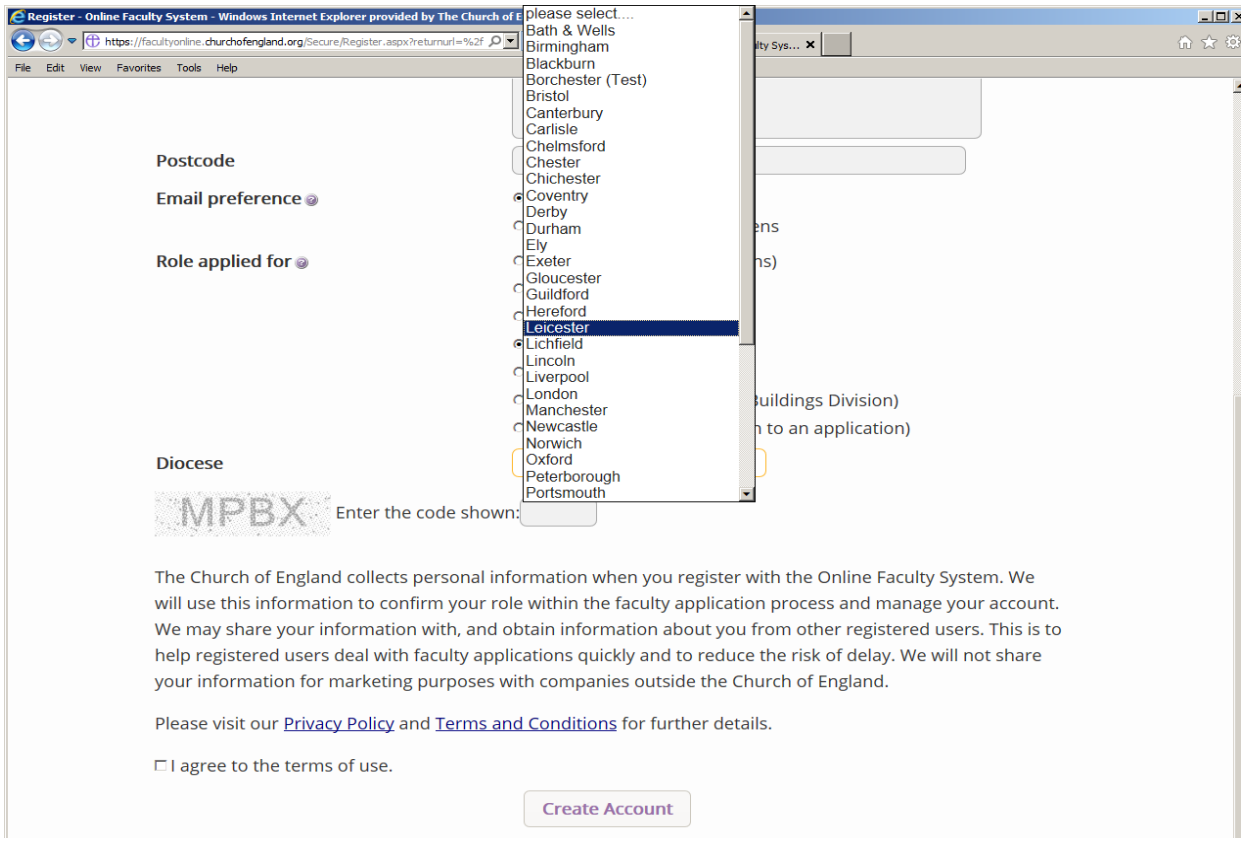
    a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)
    Or
    b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case Chancellor).

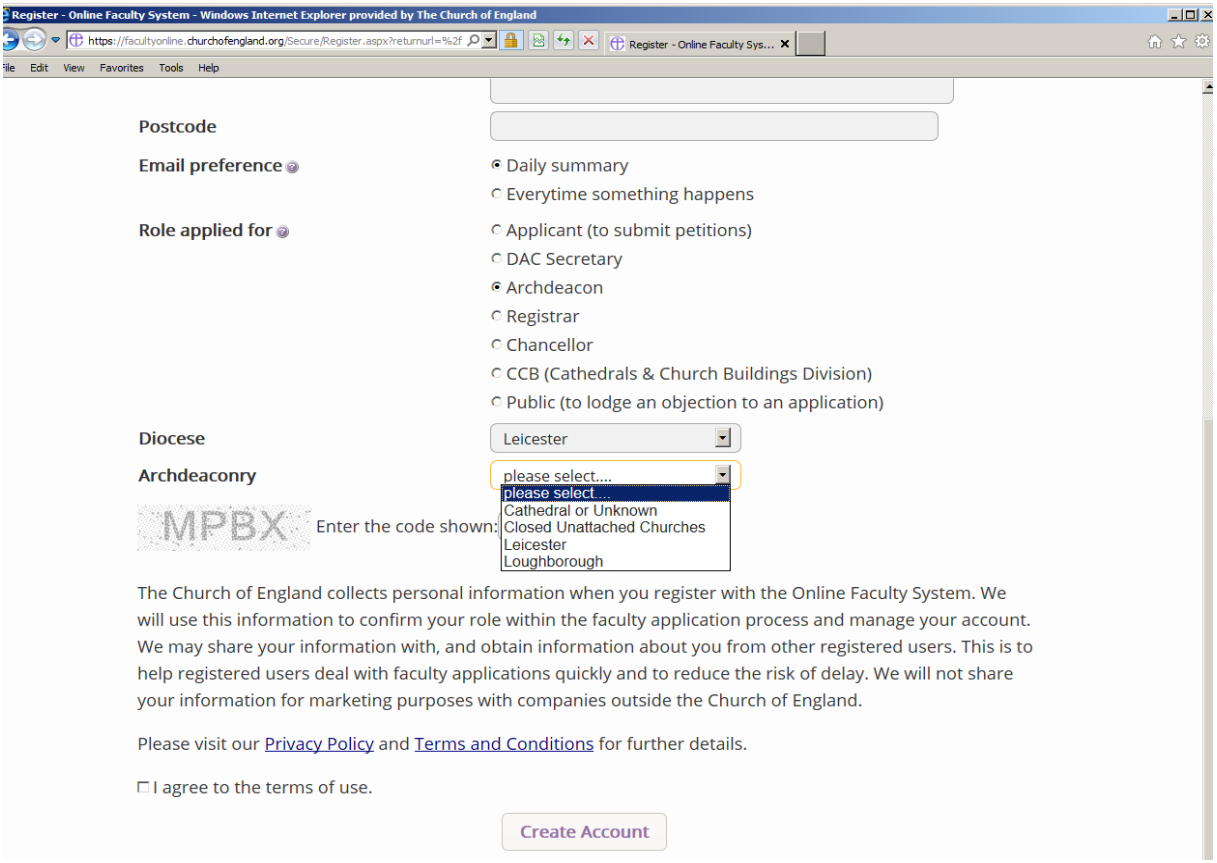
8. When you select **Archdeacon** and scroll down, you'll get a drop down menu from the Diocese and Archdeaconry fields:


Register - Online Faculty System - Windows Internet Explorer provided by The Church of England
File Edit View Favorites Tools Help
Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
please select....
Archdeaconry
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

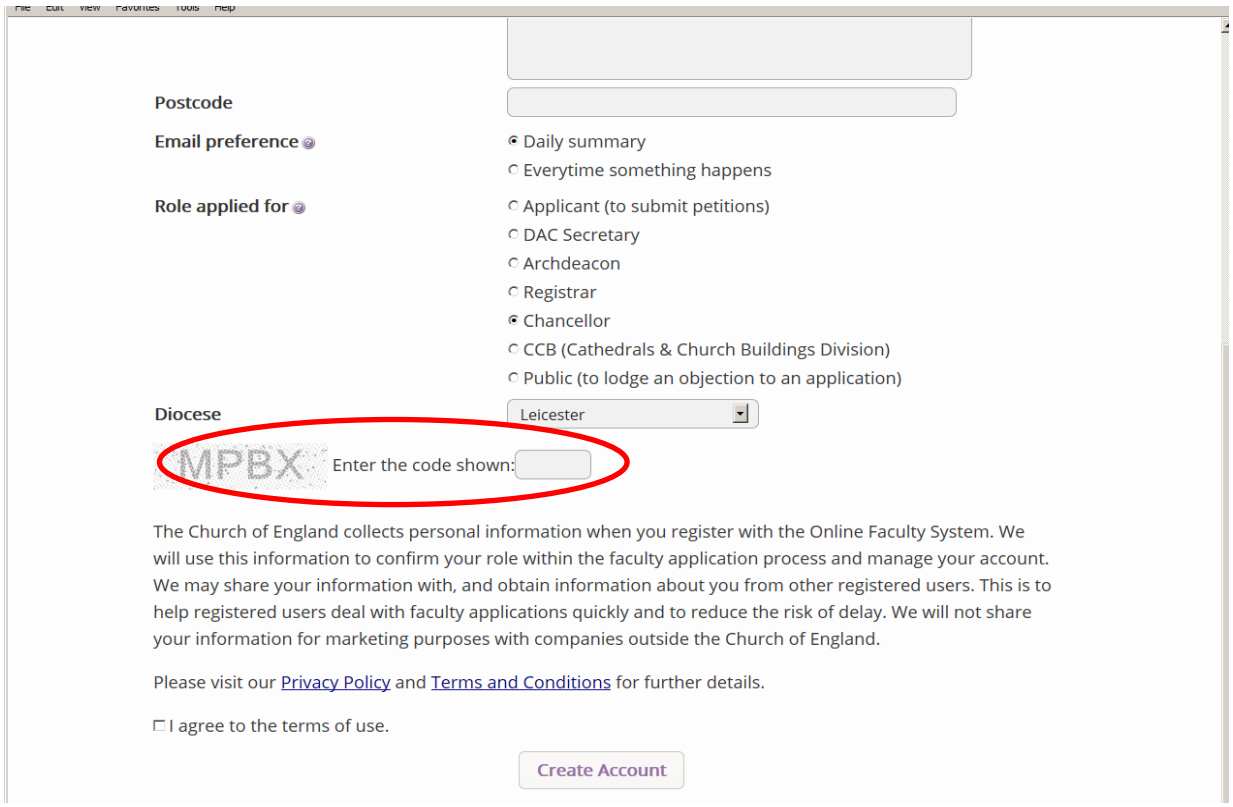
9. Select **your diocese:**



10. Followed by your Archdeaconry


Register - Online Faculty System - Windows Internet Explorer provided by The Church of England
https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f
Register - Online Faculty Sys...
File Edit View Favorites Tools Help
Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
Leicester
Archdeaconry
please select....
please select....
Cathedral or Unknown
Closed Unattached Churches
Leicester
Loughborough
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

11. Enter the **security code** as it is shown:


Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
Leicester
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

12. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

13. Click on **Create Account**

14. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

15. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

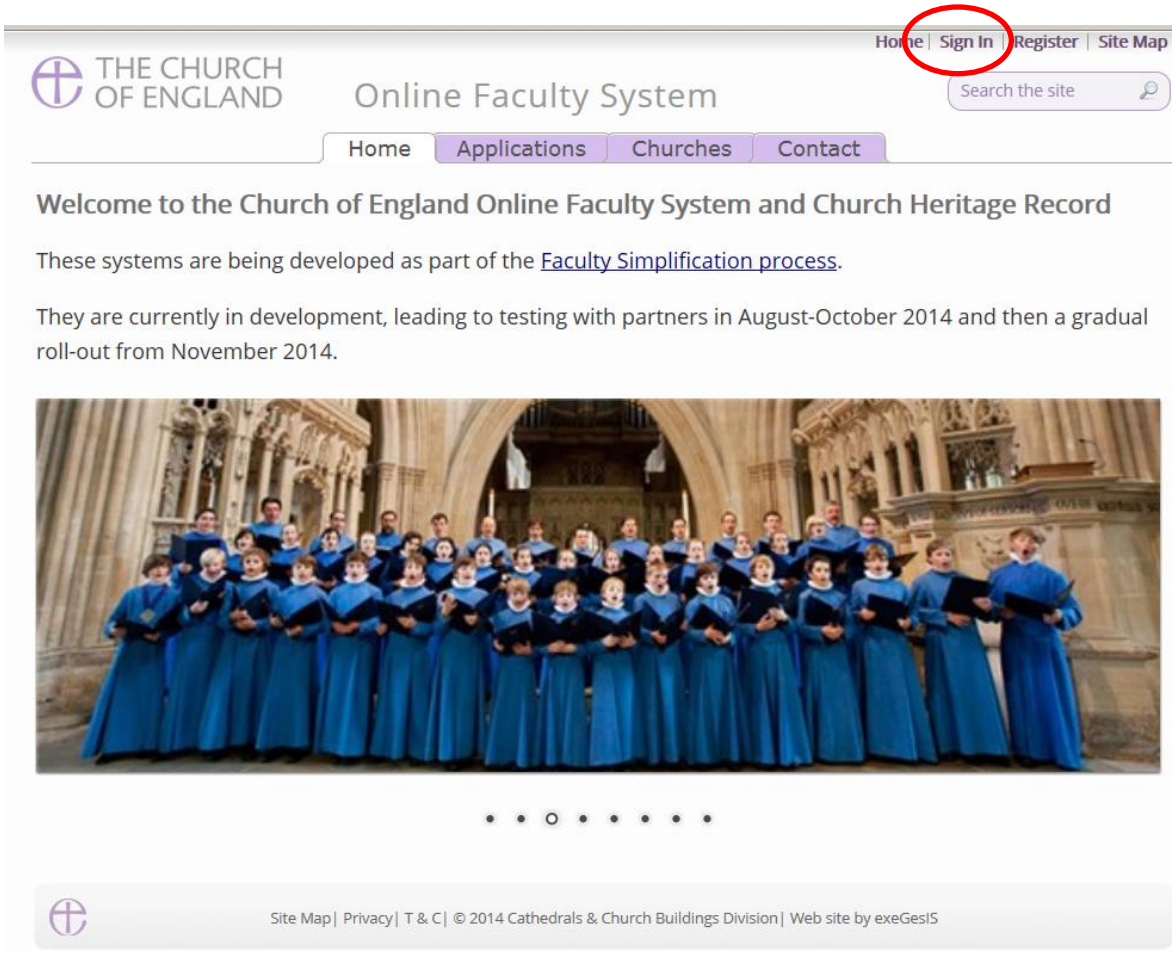
16. The DAC Secretary will then be asked to approve your registration.

    **N.B.** The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Archdeacon. If not, you will be contacted to check the details of your registration.

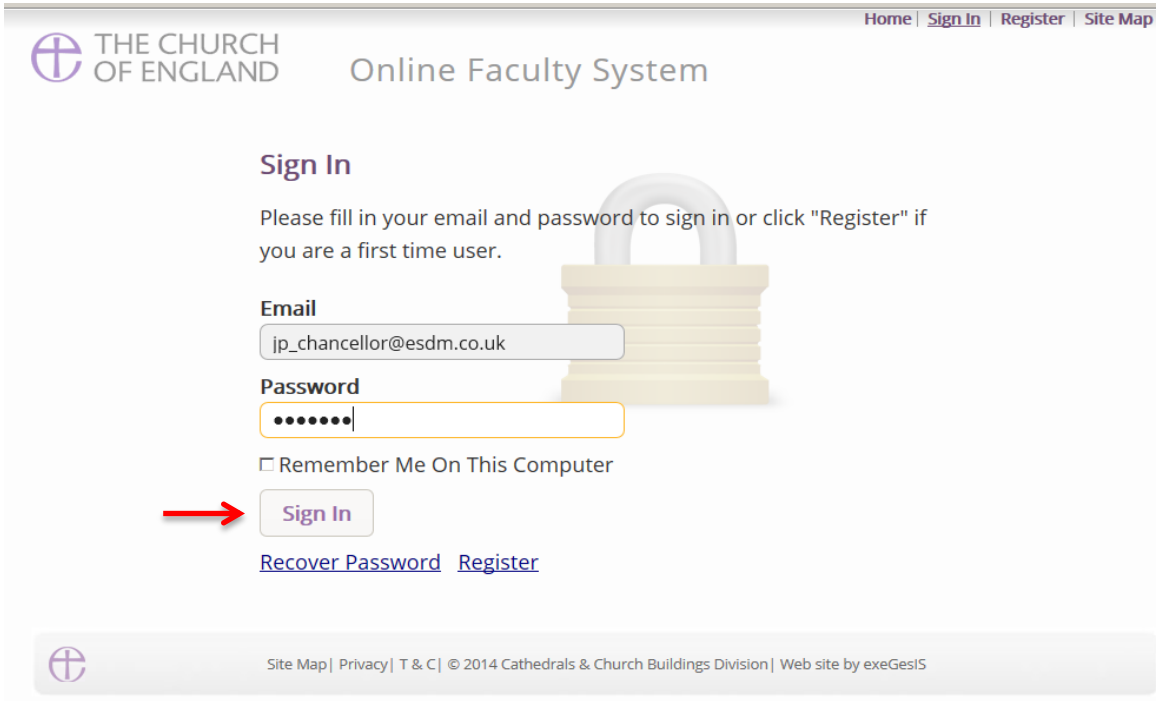
17. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

## Signing In and Out of the Online System

1. Go to the main website [https://facultyonline.churchofengland.org](https://facultyonline.churchofengland.org) and click on **Sign In**

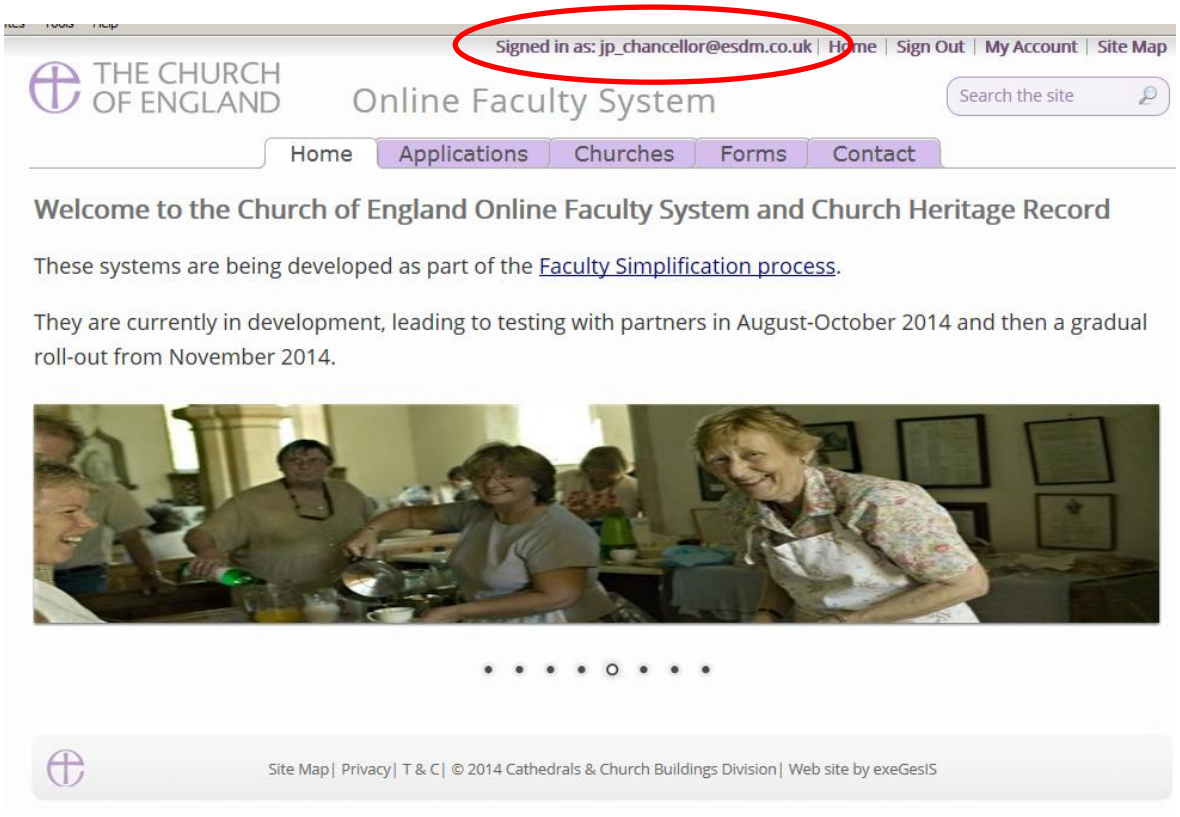

Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Enter your **email** address and **password**, and click **Sign In**

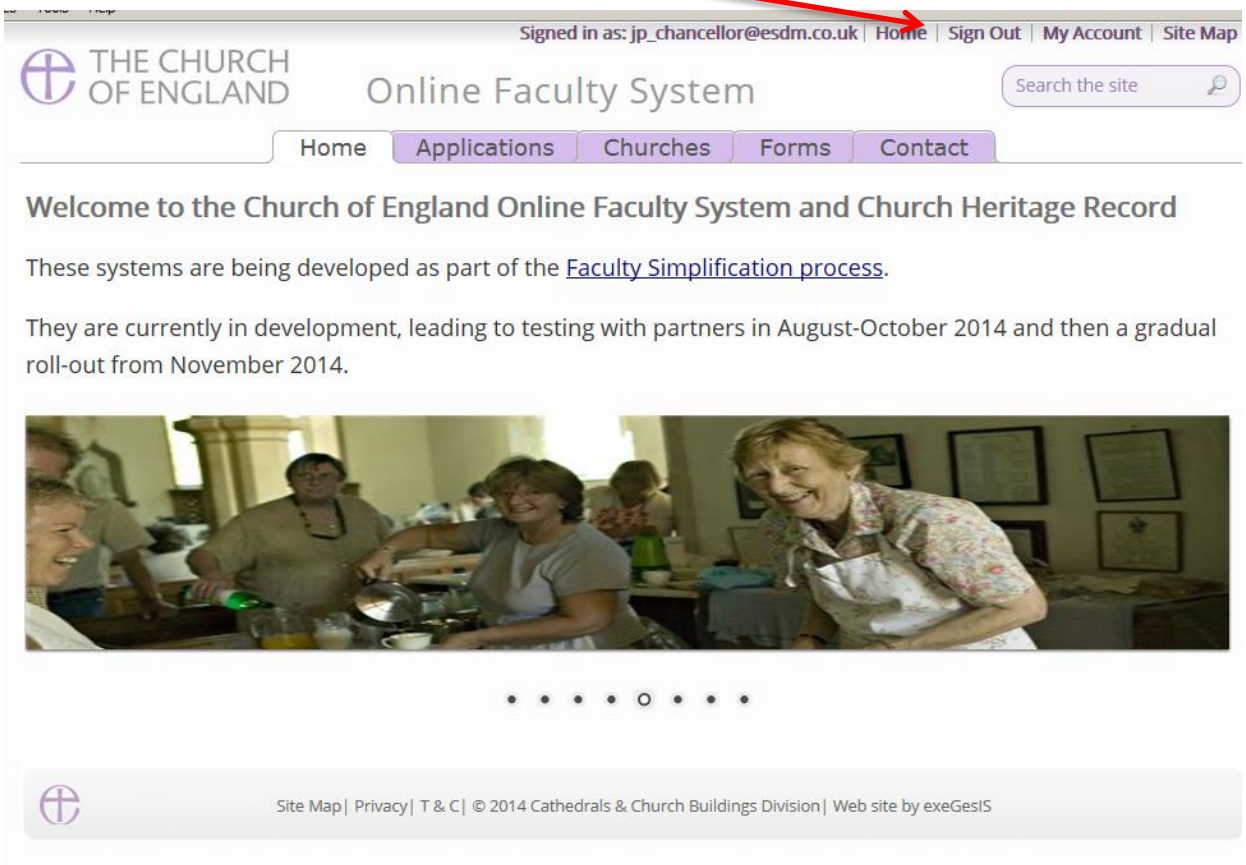

Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
jp_chancellor@esdm.co.uk
Password
Remember Me On This Computer
Sign In
Recover Password
Register
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

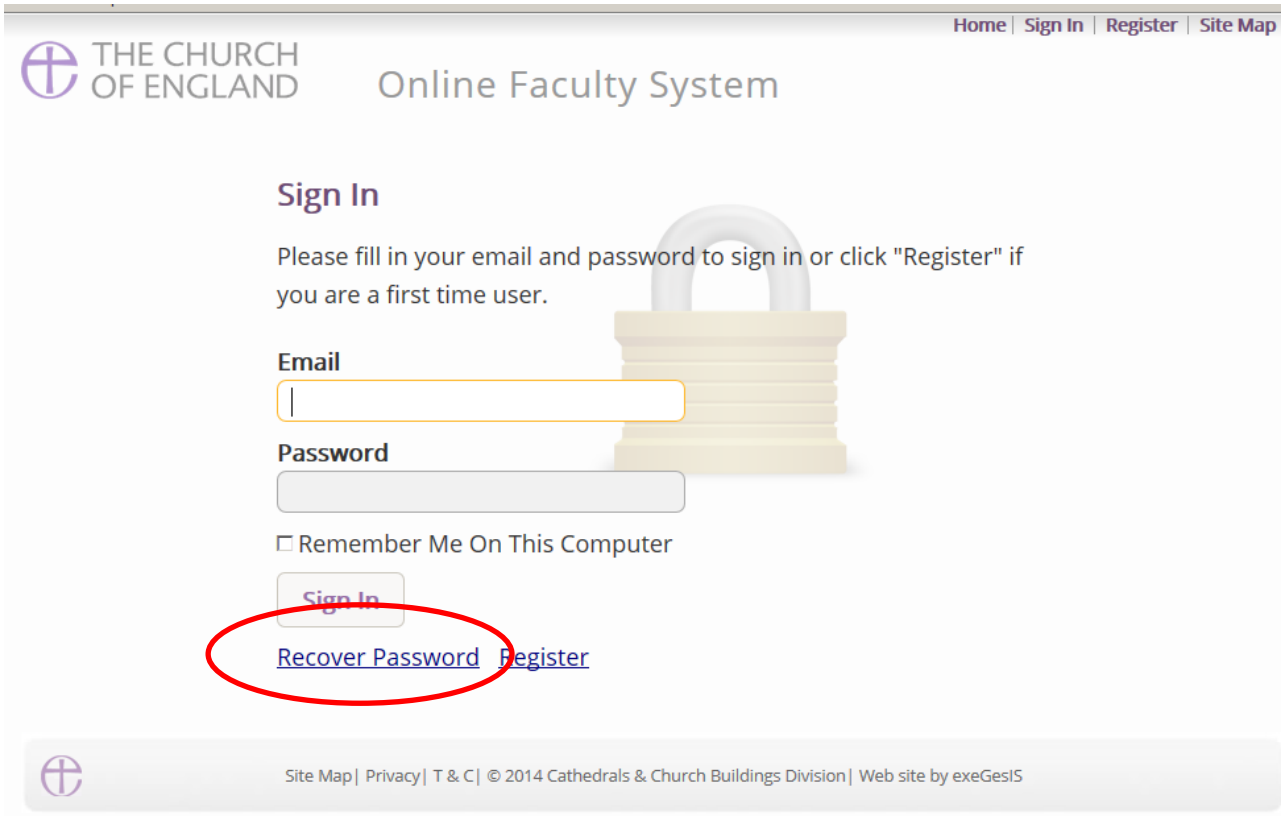

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

4. To exit the system, click **Sign Out**.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

## Recovering your Password

1. Go to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**


Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
Password
Remember Me On This Computer
Sign In
Recover Password
Register
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

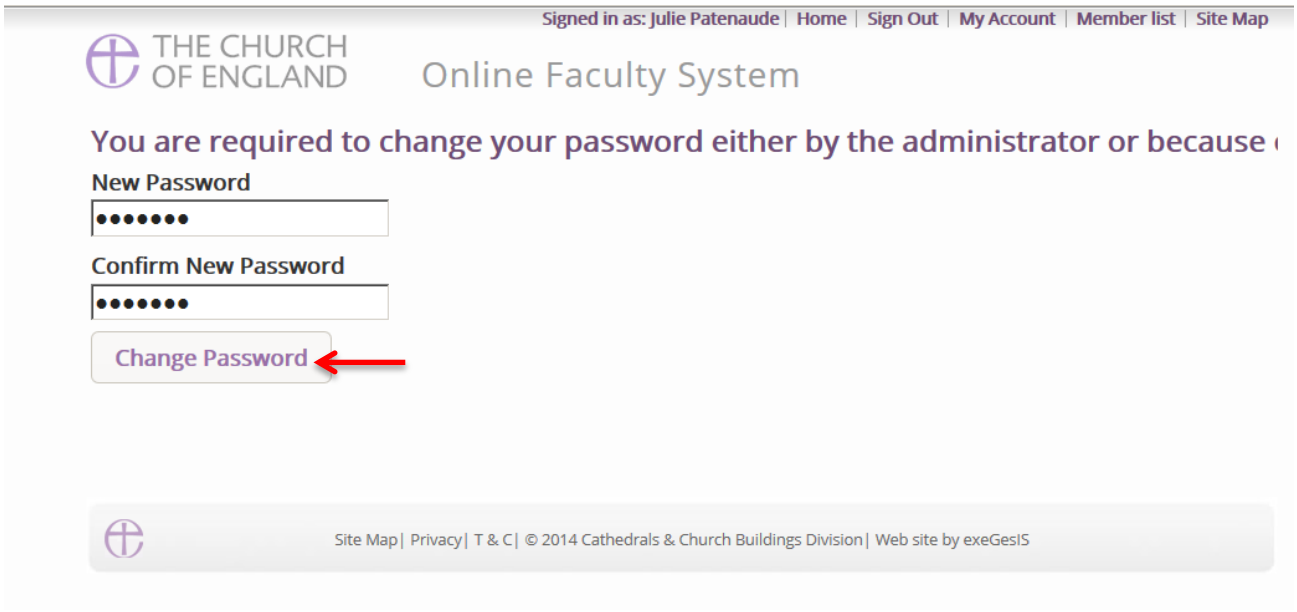
2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Recover Password
Forgotten Your Password?
Please enter your email address
robert.smith@churchofengland.org
Next
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

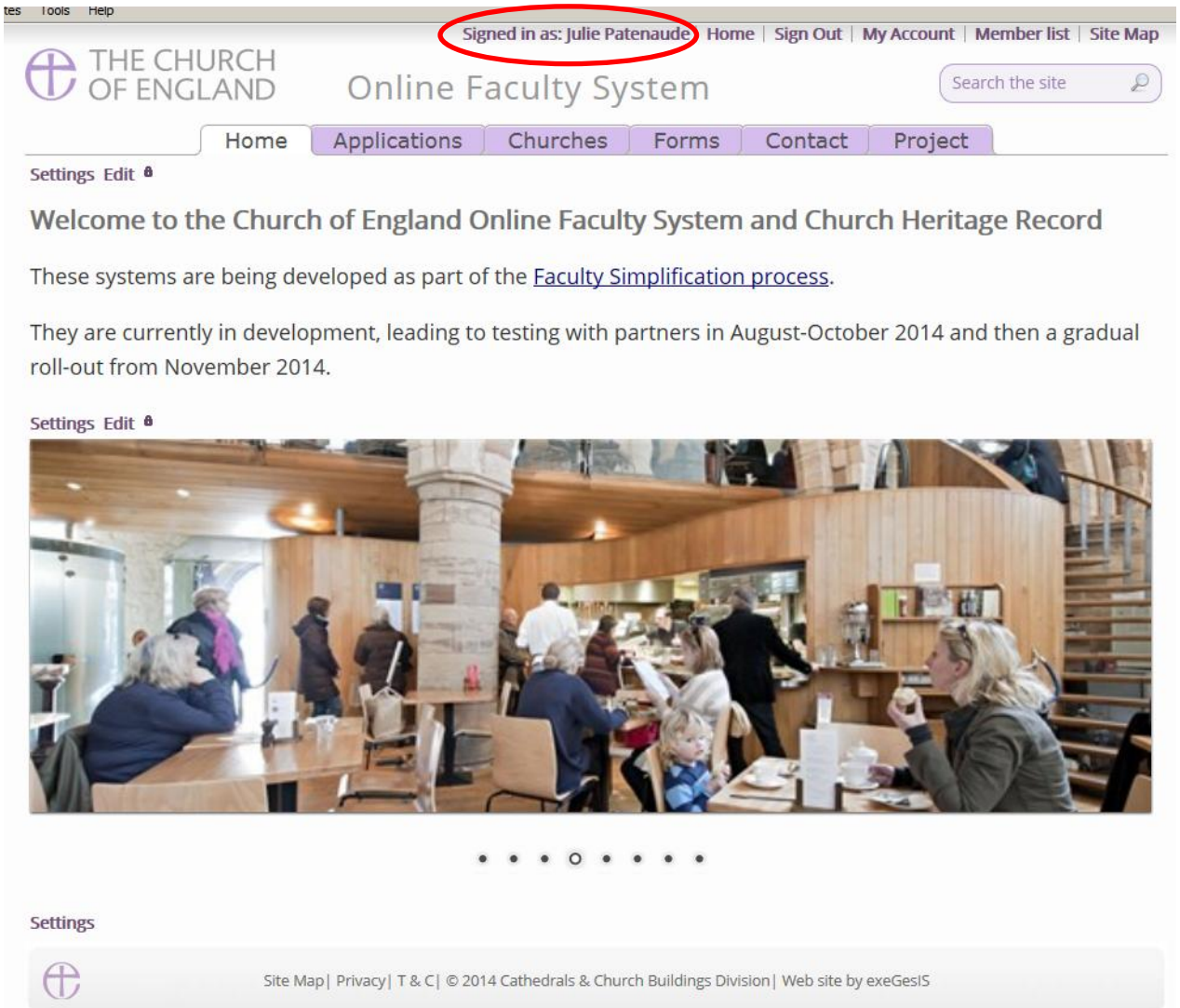
3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.


Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
You are required to change your password either by the administrator or because
New Password
Confirm New Password
Change Password
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

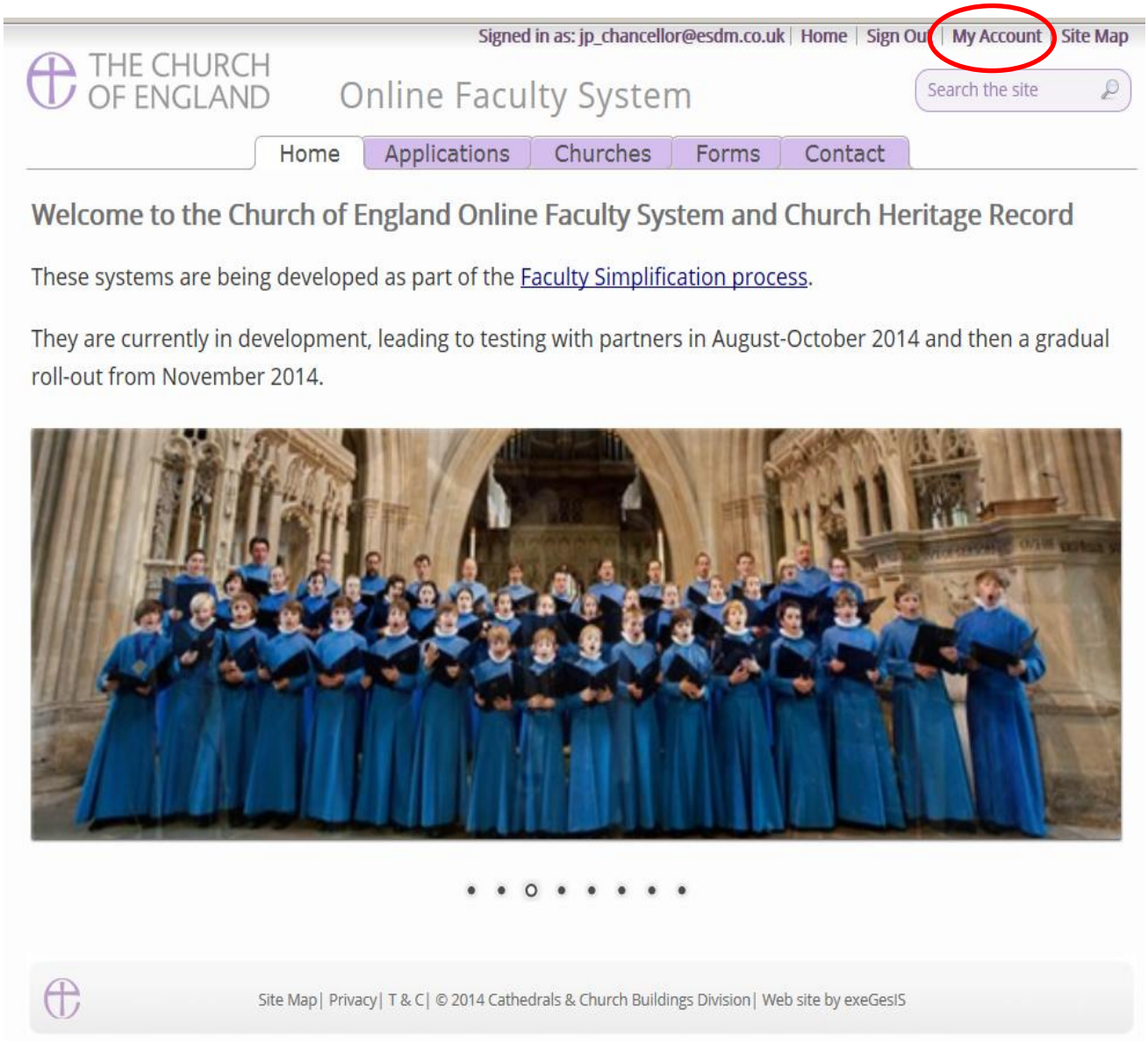
6. You will automatically return to the main page and will be signed in.


Signed in as: Julie Patenaude
Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Project
Settings Edit
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Settings Edit
Settings
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

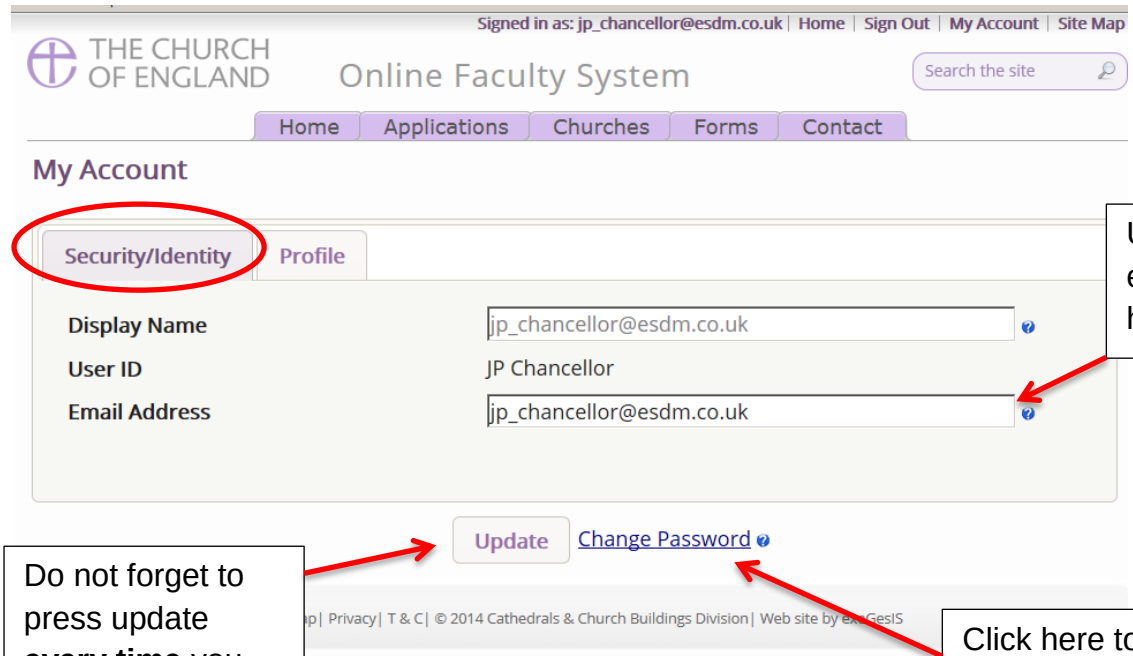
## Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Ou | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. This is the **Security and Identity** tab of your account.

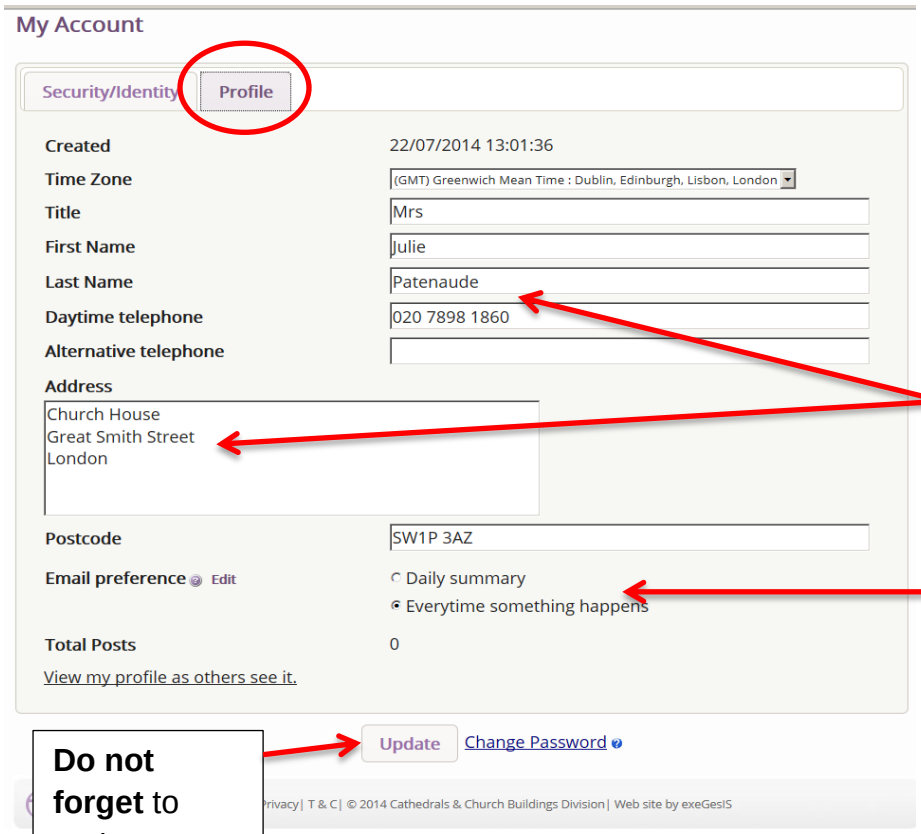



Update your email address here

Do not forget to press update **every time** you make changes to your account.

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.




Keep your contact information up-to-date here.

Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system.

Click Daily Summary or Every time something happens.

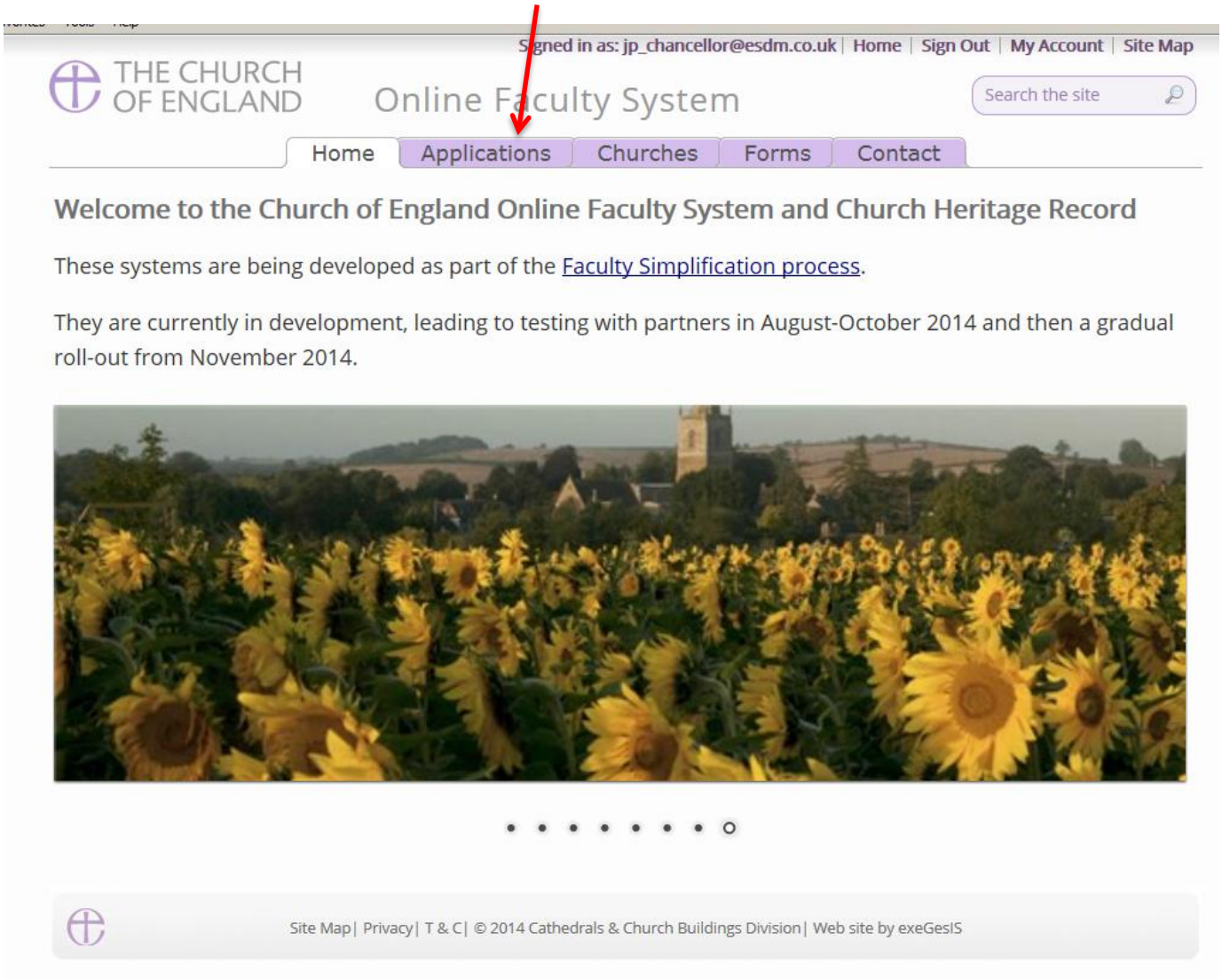
**Do not forget** to update your changes

## Navigating your Dashboard

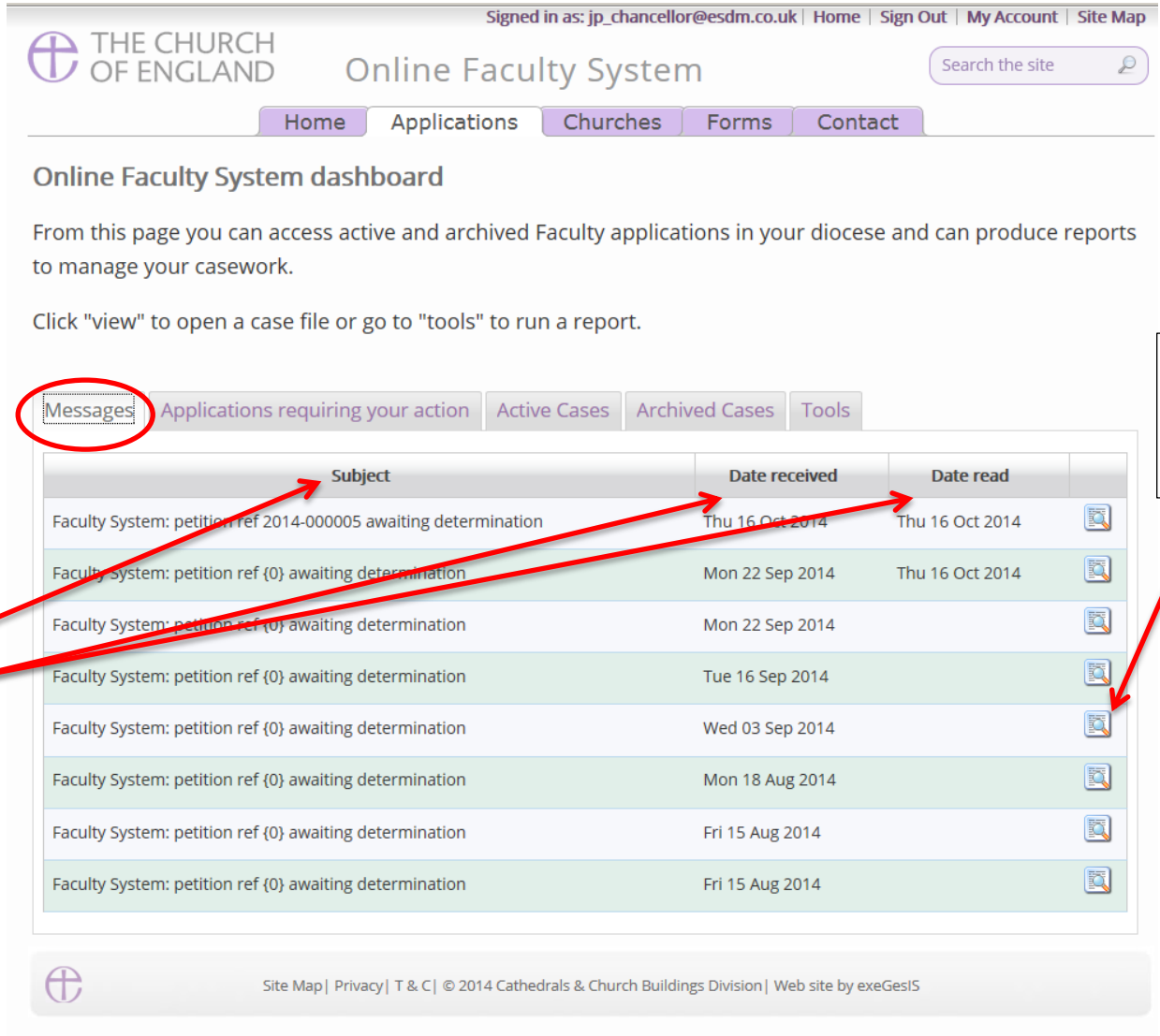
Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
Subject
Date received
Date read
Faculty System: petition ref 2014-000005 awaiting determination
Thu 16 Oct 2014
Thu 16 Oct 2014
Faculty System: petition ref {0} awaiting determination
Mon 22 Sep 2014
Thu 16 Oct 2014
Faculty System: petition ref {0} awaiting determination
Mon 22 Sep 2014
Faculty System: petition ref {0} awaiting determination
Tue 16 Sep 2014
Faculty System: petition ref {0} awaiting determination
Wed 03 Sep 2014
Faculty System: petition ref {0} awaiting determination
Mon 18 Aug 2014
Faculty System: petition ref {0} awaiting determination
Fri 15 Aug 2014
Faculty System: petition ref {0} awaiting determination
Fri 15 Aug 2014
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

Click on the **View** icon to look at a message

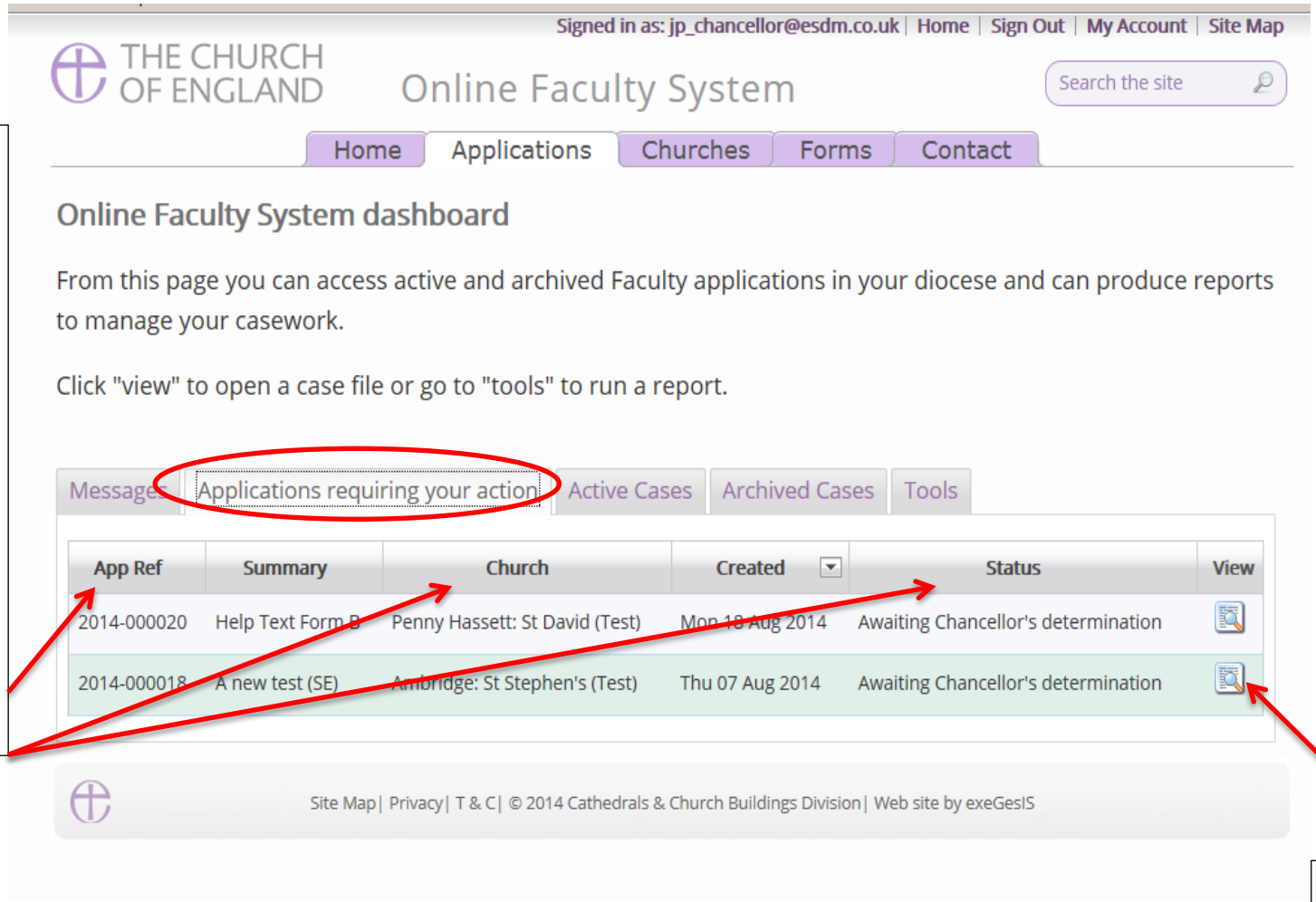
3. To access any Faculty application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000020
Help Text Form B
Penny Hassett: St David (Test)
Mon 18 Aug 2014
Awaiting Chancellor's determination
2014-000018
A new test (SE)
Ambridge: St Stephen's (Test)
Thu 07 Aug 2014
Awaiting Chancellor's determination
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Click the **View** icon to open a Faculty application.

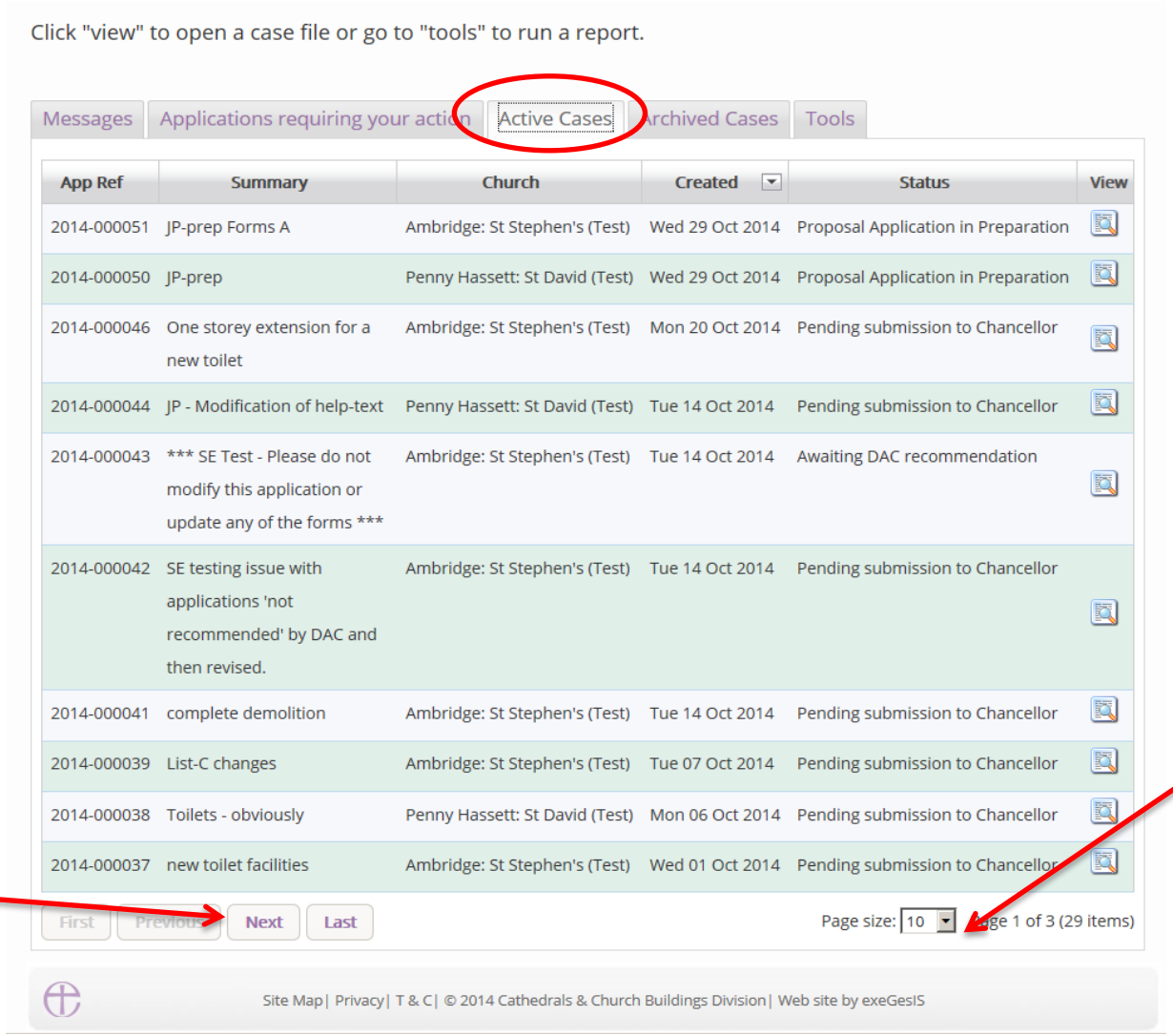
4. To access any application where a determination has not yet been made, go to Active Cases

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  **or**
- Status


Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000051 JP-prep Forms A Ambridge: St Stephen's (Test) Wed 29 Oct 2014 Proposal Application in Preparation
2014-000050 JP-prep Penny Hassett: St David (Test) Wed 29 Oct 2014 Proposal Application in Preparation
2014-000046 One storey extension for a new toilet Ambridge: St Stephen's (Test) Mon 20 Oct 2014 Pending submission to Chancellor
2014-000044 JP - Modification of help-text Penny Hassett: St David (Test) Tue 14 Oct 2014 Pending submission to Chancellor
2014-000043 *** SE Test - Please do not modify this application or update any of the forms *** Ambridge: St Stephen's (Test) Tue 14 Oct 2014 Awaiting DAC recommendation
2014-000042 SE testing issue with applications 'not recommended' by DAC and then revised. Ambridge: St Stephen's (Test) Tue 14 Oct 2014 Pending submission to Chancellor
2014-000041 complete demolition Ambridge: St Stephen's (Test) Tue 14 Oct 2014 Pending submission to Chancellor
2014-000039 List-C changes Ambridge: St Stephen's (Test) Tue 07 Oct 2014 Pending submission to Chancellor
2014-000038 Toilets - obviously Penny Hassett: St David (Test) Mon 06 Oct 2014 Pending submission to Chancellor
2014-000037 new toilet facilities Ambridge: St Stephen's (Test) Wed 01 Oct 2014 Pending submission to Chancellor
First
Previous
Next
Last
Page size: 10
Page 1 of 3 (29 items)
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

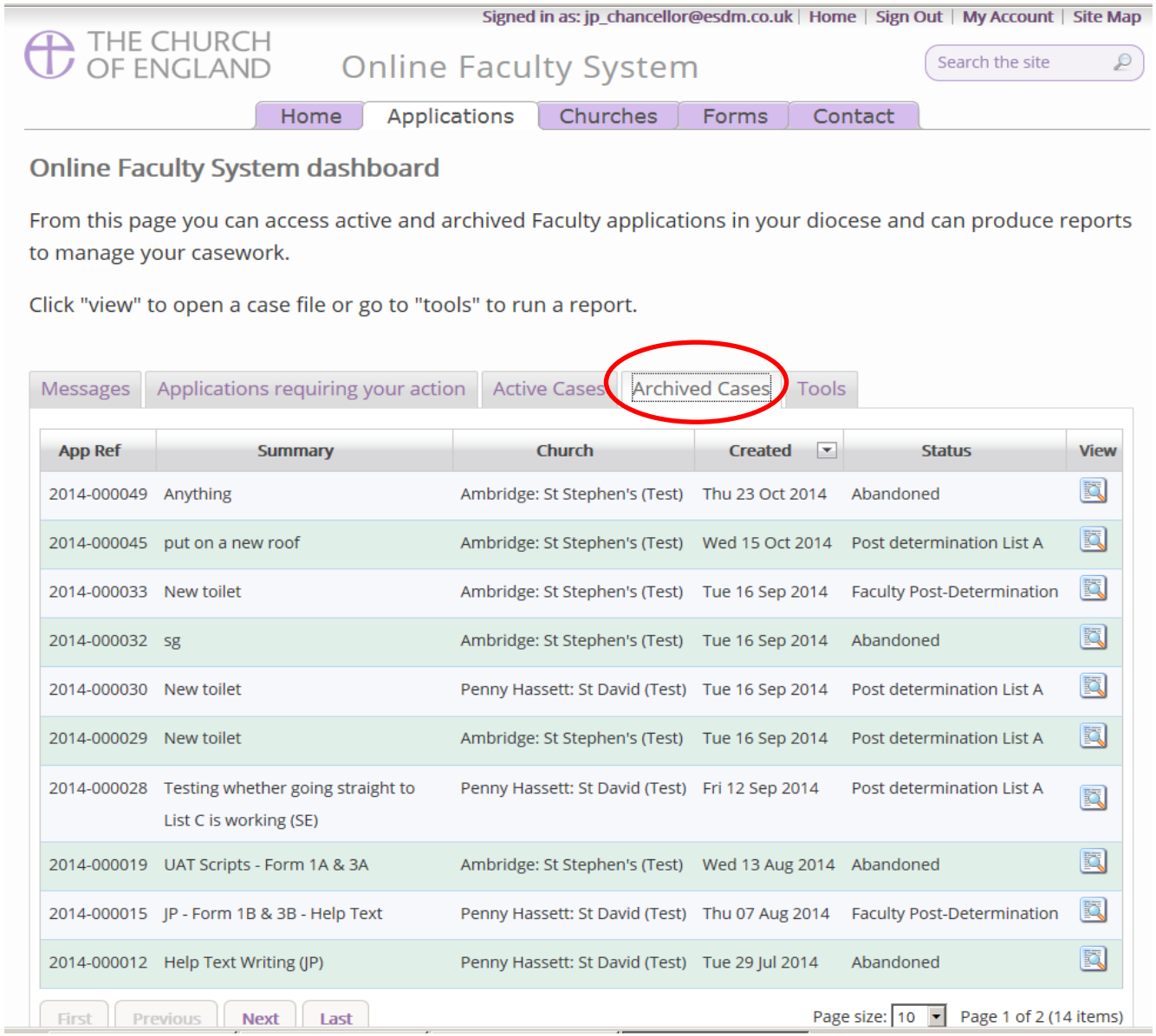
Scroll through the pages to find a specific application

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  **or**
- 100

5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.

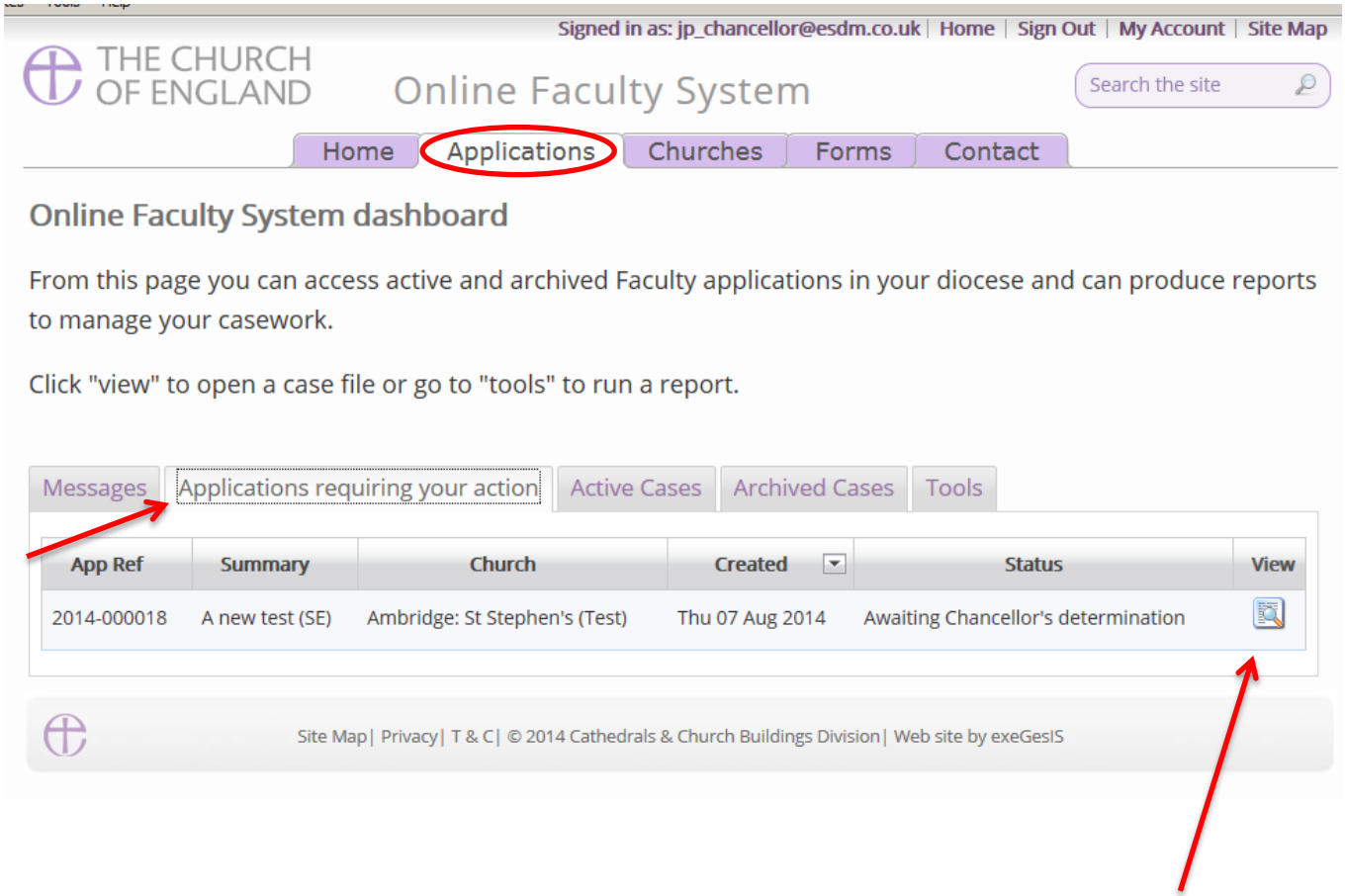

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref | Summary | Church | Created | Status | View
2014-000049 | Anything | Ambridge: St Stephen's (Test) | Thu 23 Oct 2014 | Abandoned
2014-000045 | put on a new roof | Ambridge: St Stephen's (Test) | Wed 15 Oct 2014 | Post determination List A
2014-000033 | New toilet | Ambridge: St Stephen's (Test) | Tue 16 Sep 2014 | Faculty Post-Determination
2014-000032 | sg | Ambridge: St Stephen's (Test) | Tue 16 Sep 2014 | Abandoned
2014-000030 | New toilet | Penny Hassett: St David (Test) | Tue 16 Sep 2014 | Post determination List A
2014-000029 | New toilet | Ambridge: St Stephen's (Test) | Tue 16 Sep 2014 | Post determination List A
2014-000028 | Testing whether going straight to List C is working (SE) | Penny Hassett: St David (Test) | Fri 12 Sep 2014 | Post determination List A
2014-000019 | UAT Scripts - Form 1A & 3A | Ambridge: St Stephen's (Test) | Wed 13 Aug 2014 | Abandoned
2014-000015 | JP - Form 1B & 3B - Help Text | Penny Hassett: St David (Test) | Thu 07 Aug 2014 | Faculty Post-Determination
2014-000012 | Help Text Writing (JP) | Penny Hassett: St David (Test) | Tue 29 Jul 2014 | Abandoned
First
Previous
Next
Last
Page size: 10
Page 1 of 2 (14 items)

## Navigating a Case File

A case file is where you will find all the necessary forms and documents to help you make your determination. Each Faculty application has its own case file.

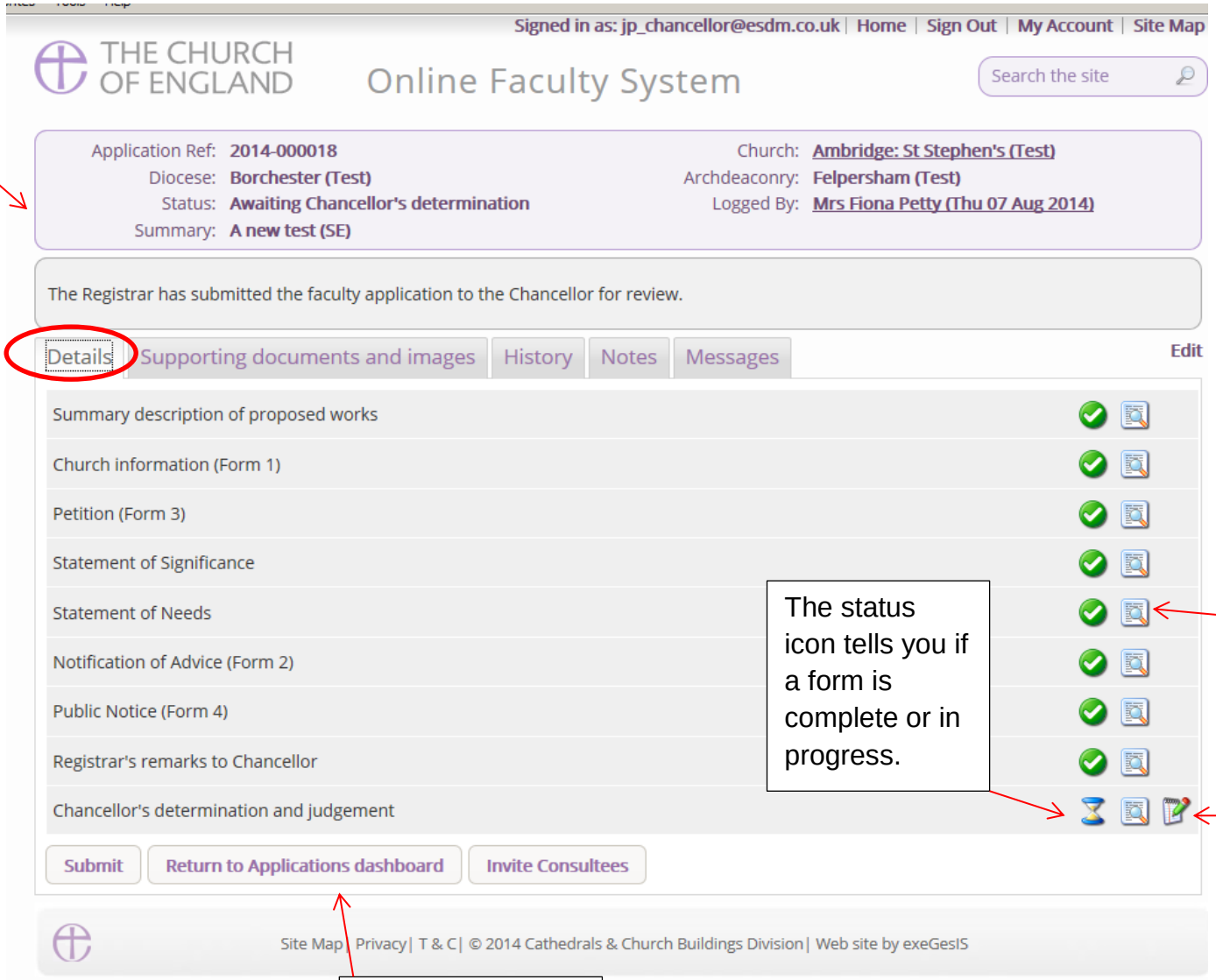
You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (See page 14).


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000018
A new test (SE)
Ambridge: St Stephen's (Test)
Thu 07 Aug 2014
Awaiting Chancellor's determination
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting the Chancellor's determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Basic summary of an application

Click the **View** icon to look at a form.

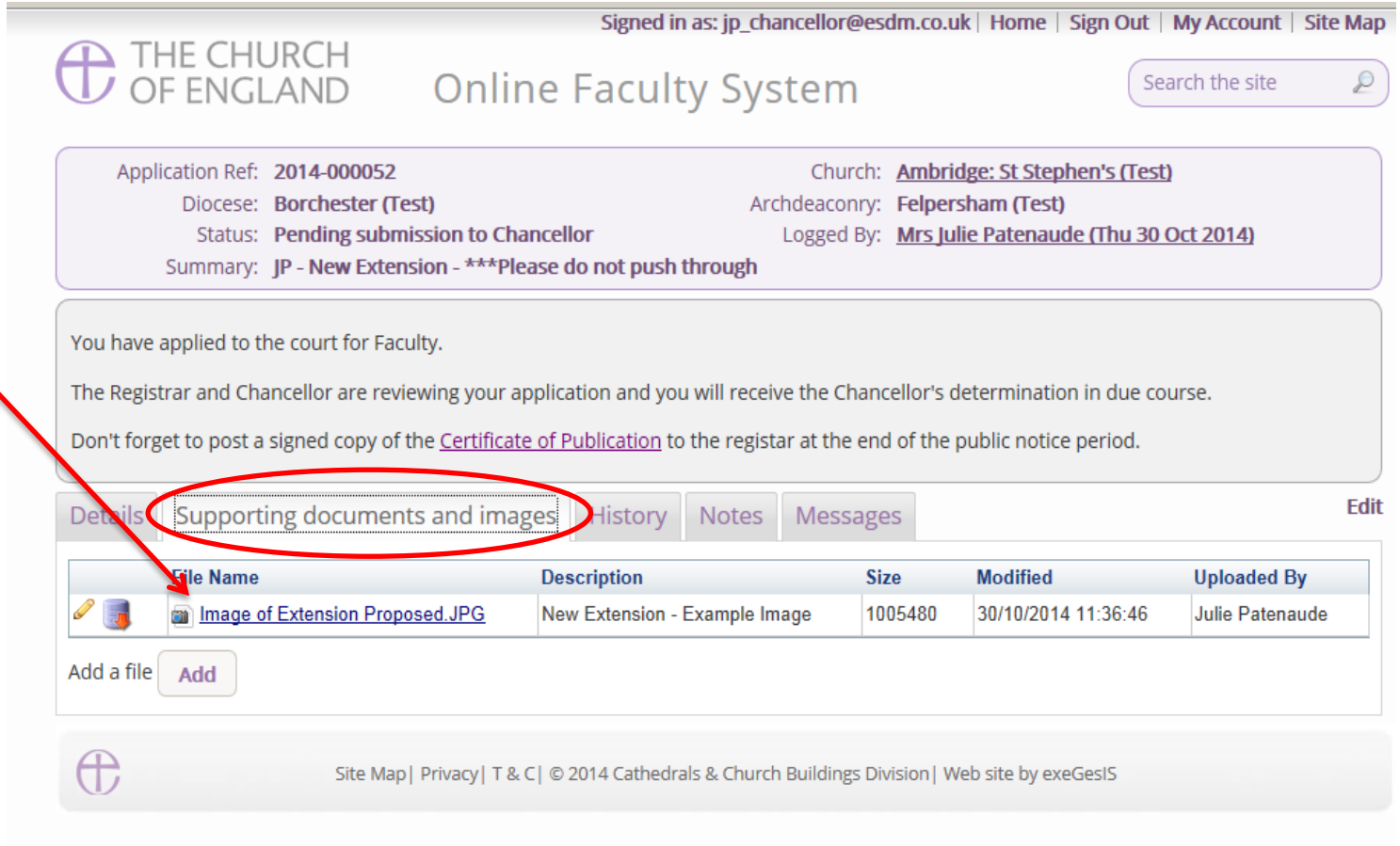
The status icon tells you if a form is complete or in progress.

Click the **Edit** icon to make changes to a form.

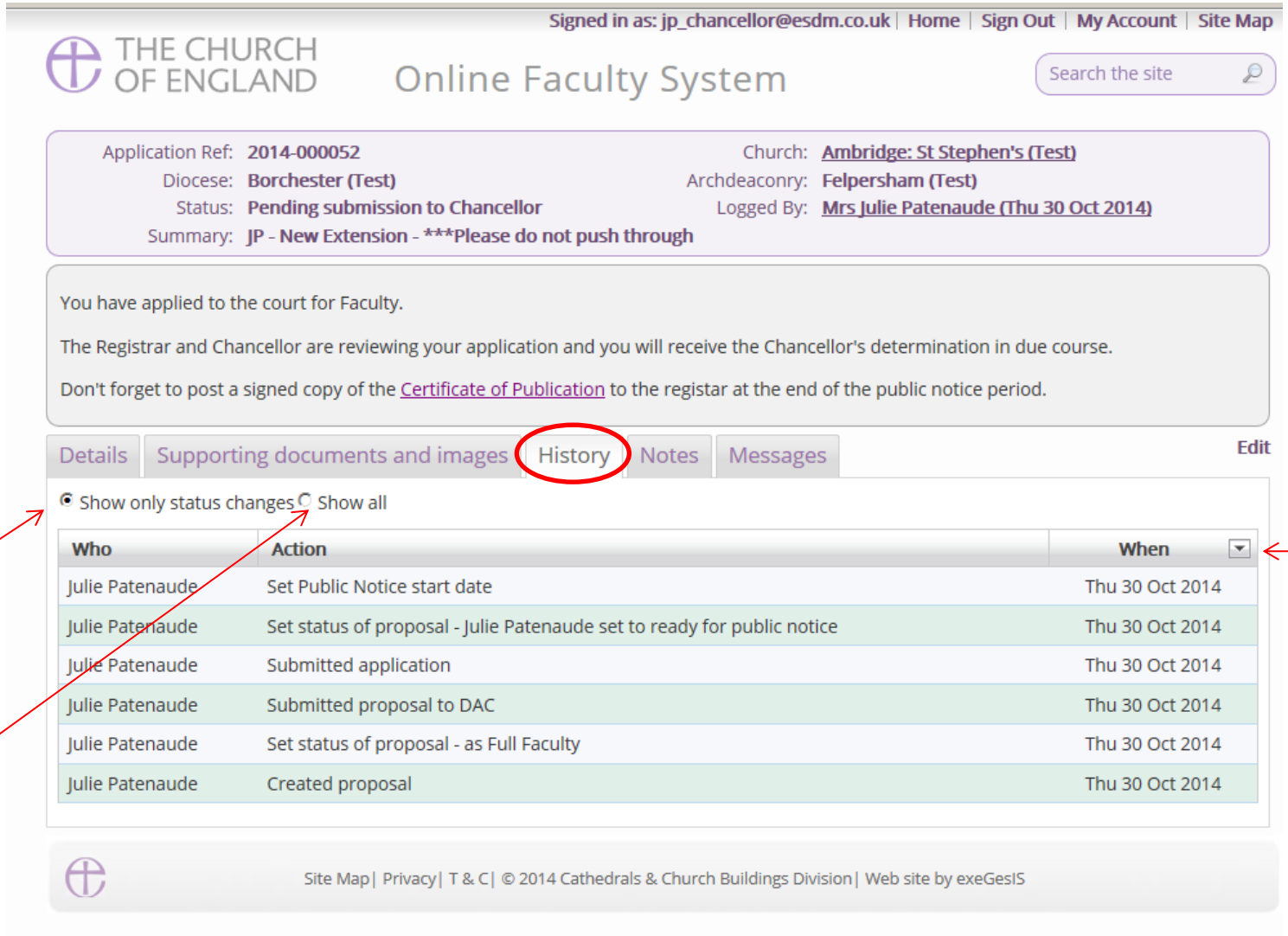
Click here to **exit** the case file

3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish, DAC, and registrar have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

**Click** on a file to open it.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
File Name
Description
Size
Modified
Uploaded By
Image of Extension Proposed.JPG
New Extension - Example Image
1005480
30/10/2014 11:36:46
Julie Patenaude
Add a file
Add
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Show only status changes
Show all
Who
Action
When
Julie Patenaude | Set Public Notice start date | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - Julie Patenaude set to ready for public notice | Thu 30 Oct 2014
Julie Patenaude | Submitted application | Thu 30 Oct 2014
Julie Patenaude | Submitted proposal to DAC | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - as Full Faculty | Thu 30 Oct 2014
Julie Patenaude | Created proposal | Thu 30 Oct 2014
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

See who worked on this application.

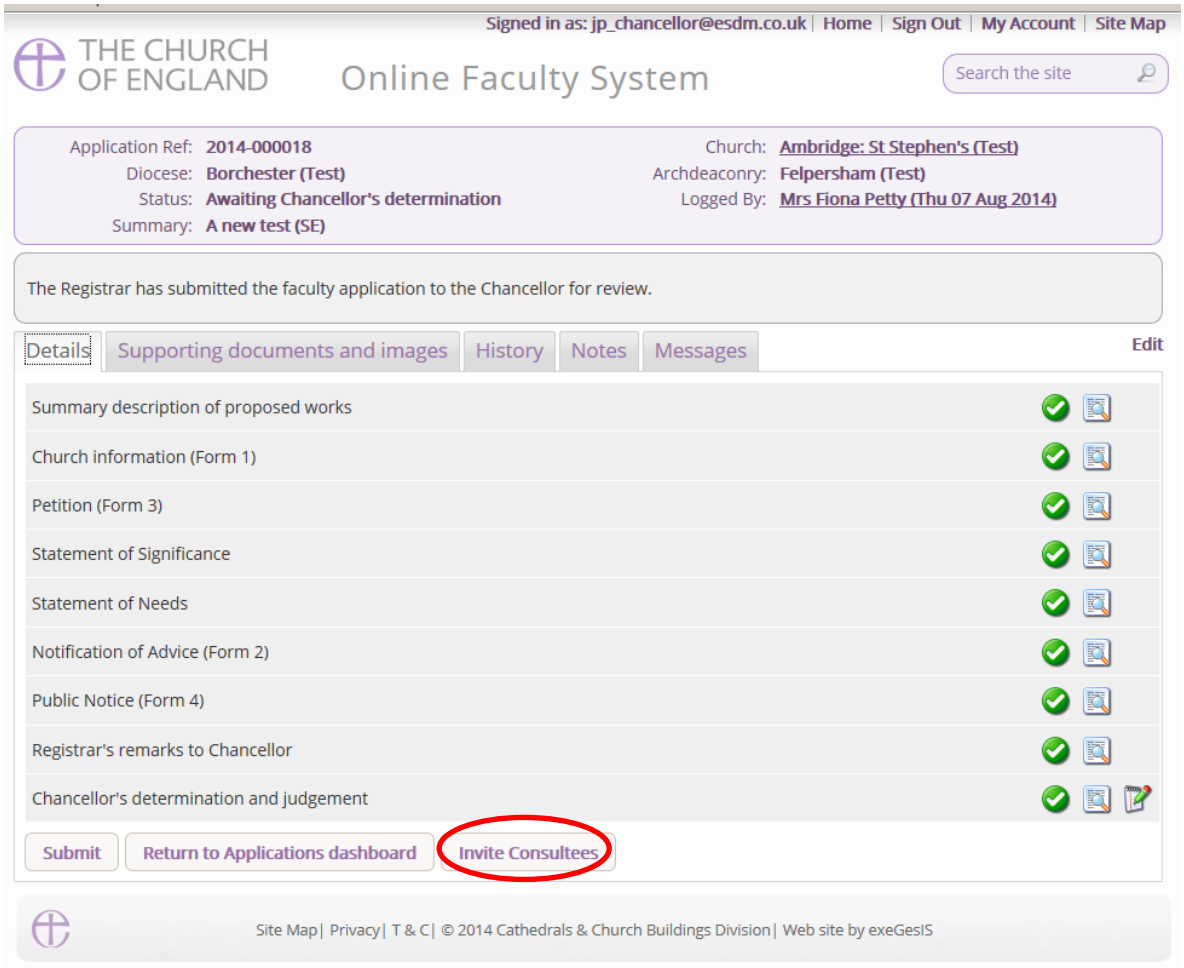
What they did.

And when.

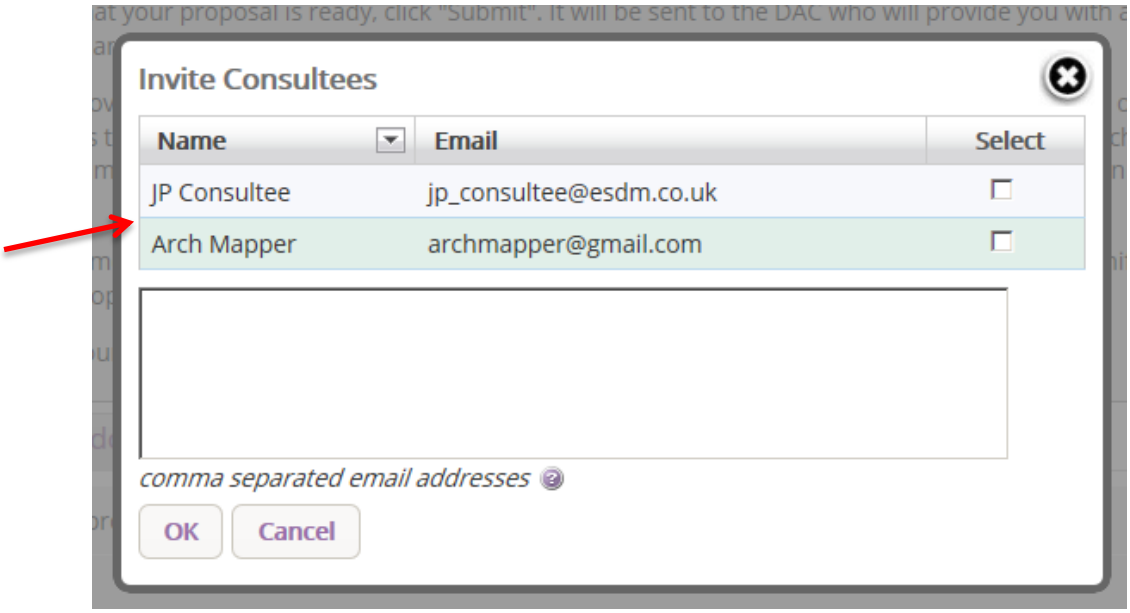
## Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

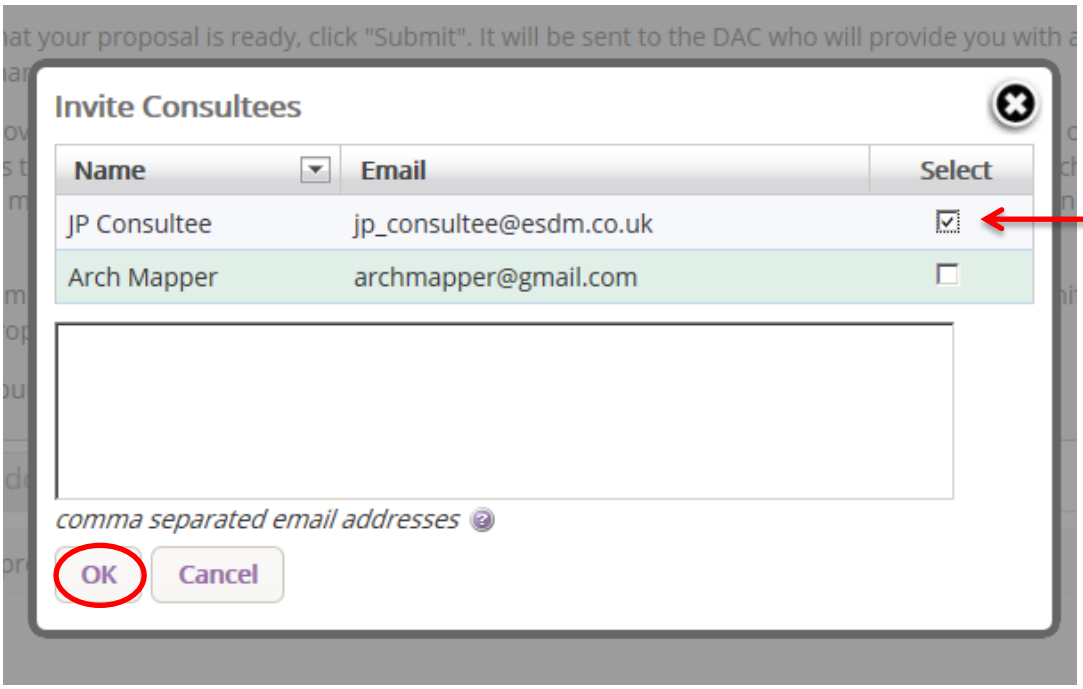
1. Go to an application's case file (see page 19)
2. Click **Invite Consultee**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

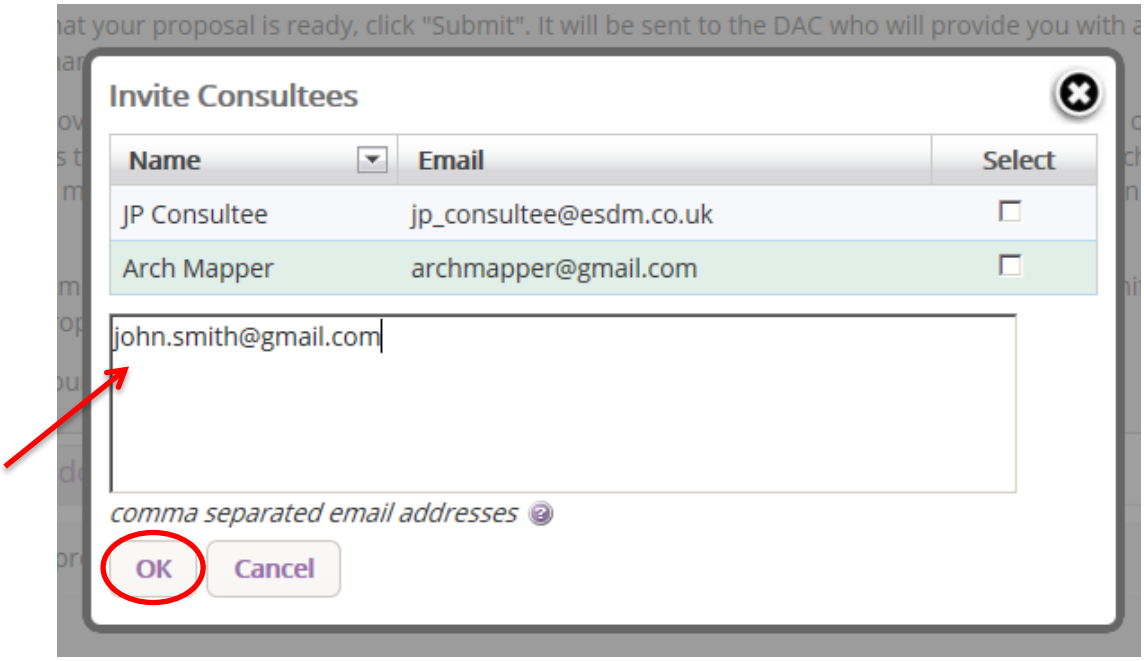
3. See if the individual(s) to whom you are sending the application is already registered



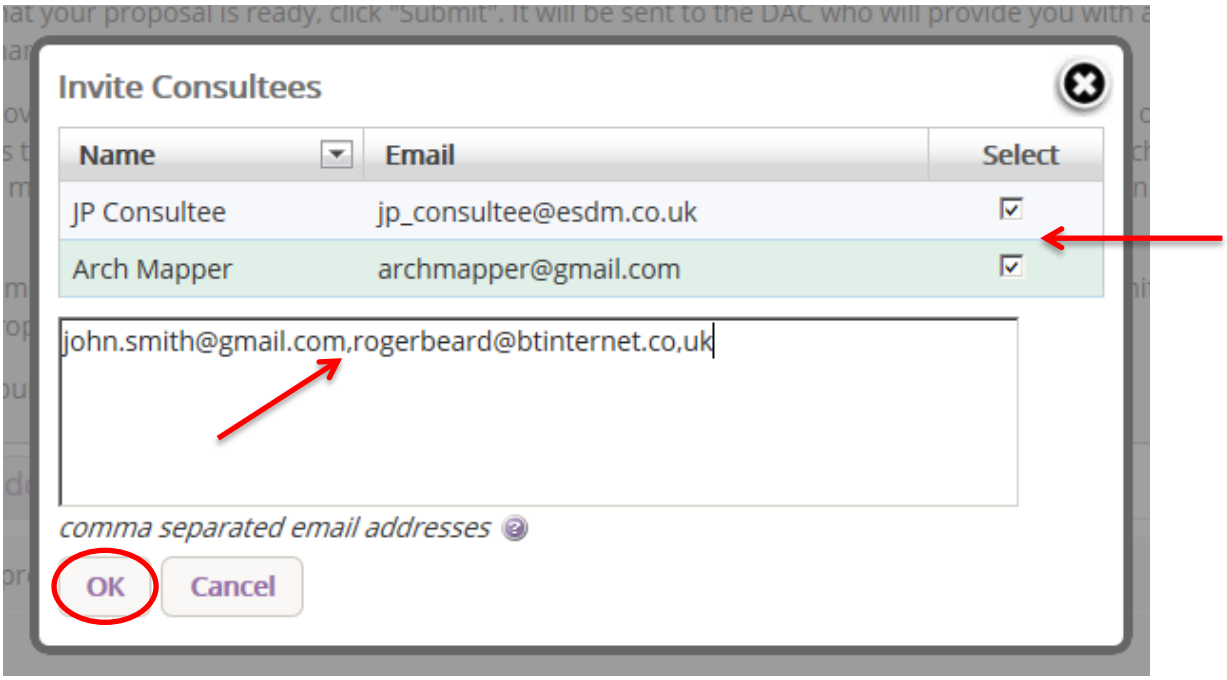
4. If yes, **select them** from the list and click **Ok** to invite that consultee




5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.



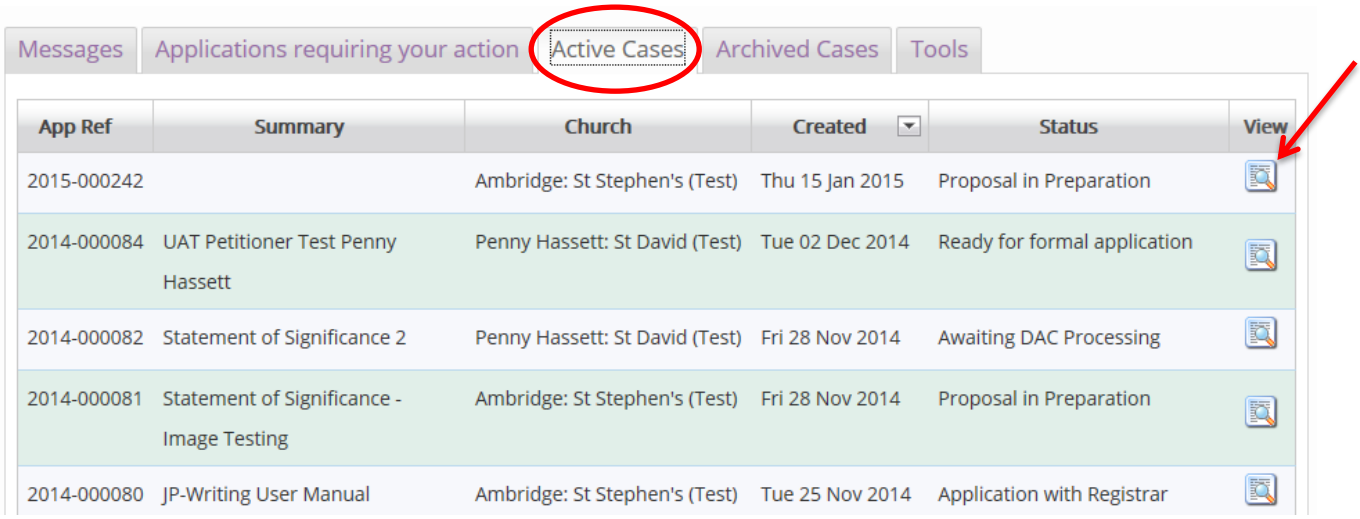
6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).



## Working on an Application

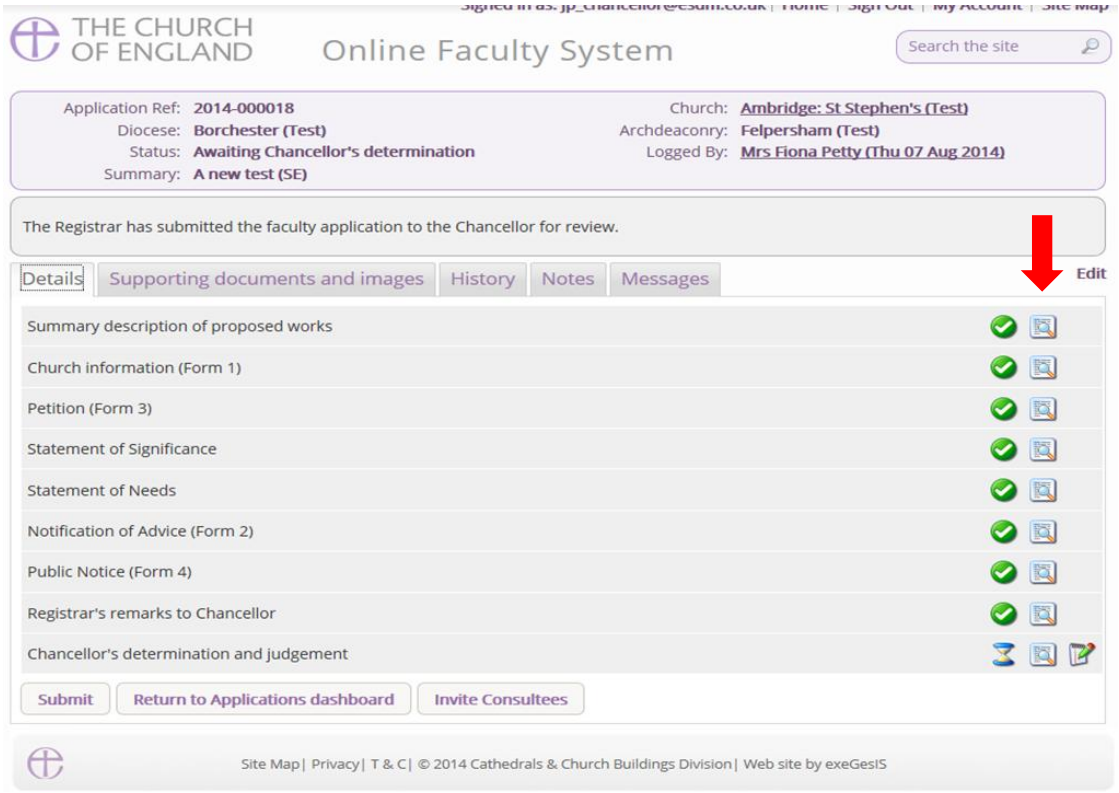
When you are ready to begin working on a Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page [https://facultyonline.churchofengland.org](https://facultyonline.churchofengland.org)
2. Sign In
3. Click on the **Applications** tab and find the specific case file you require under **Active Cases**.
4. Click on the **View** icon to open the case file

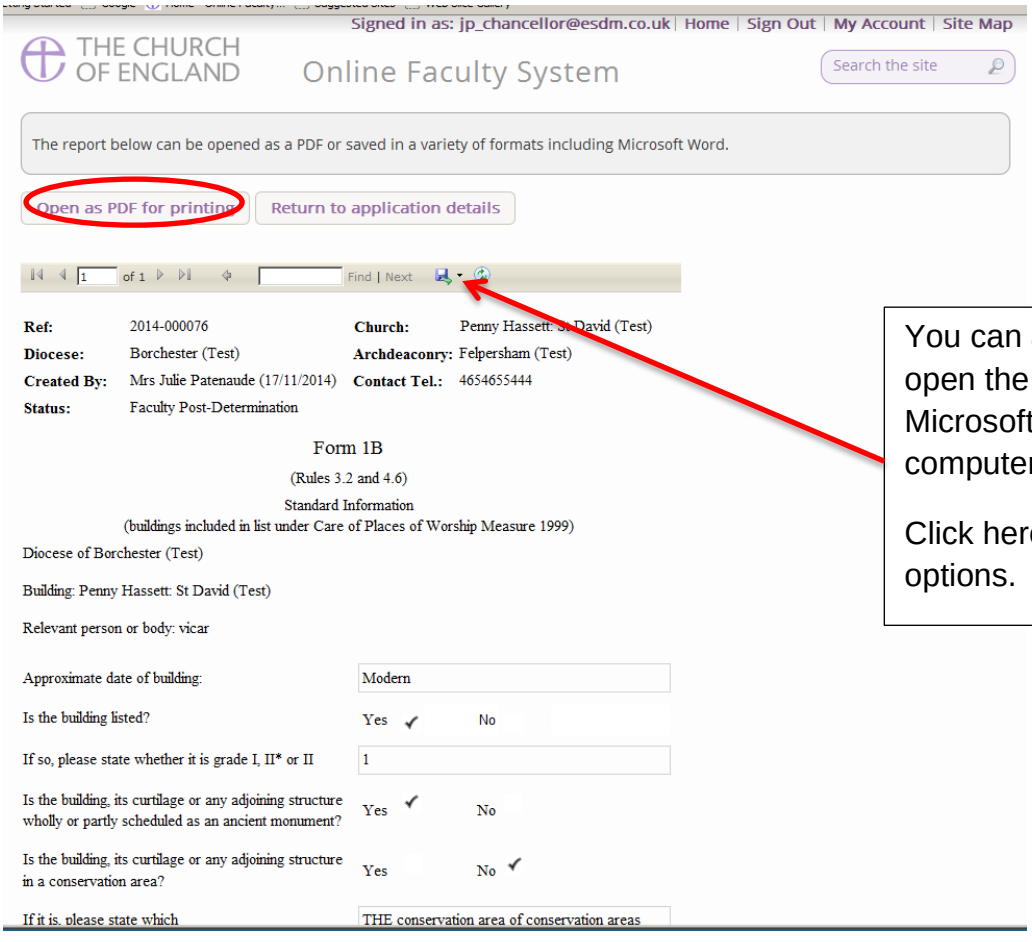



Once you have opened an application's case file, you will be able to access all the legal forms required including the standard information (Form 1) and petition (Form 3) under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

5. Click on **View** icon to open a specific form


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

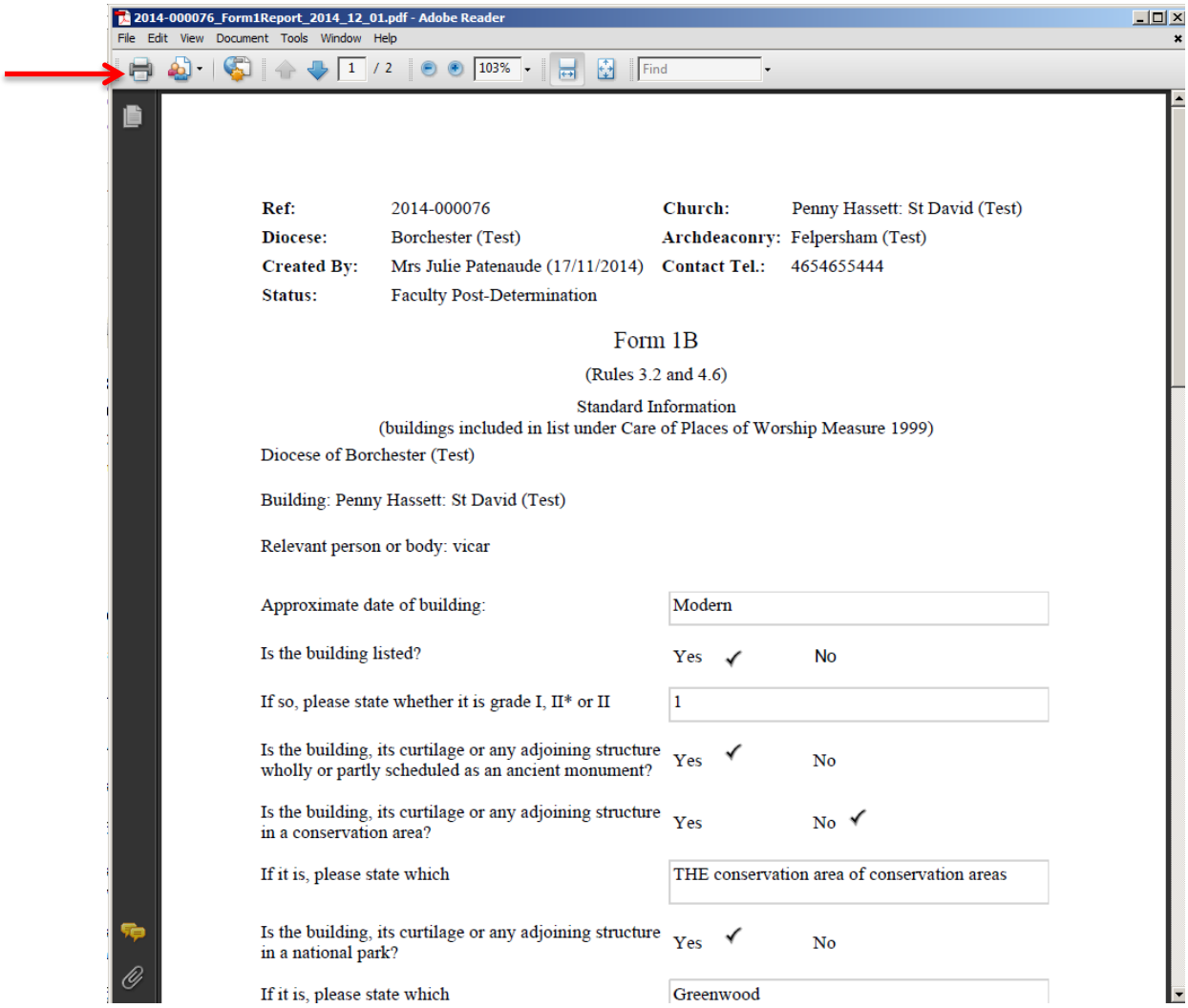
6. Click **Open as PDF for Printing**
   *Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link [http://get.adobe.com/uk/reader/](http://get.adobe.com/uk/reader/)


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.
Open as PDF for printing
Return to application details
Find | Next
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 1B
(Rules 3.2 and 4.6)
Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)
Diocese of Borchester (Test)
Building: Penny Hassett: St David (Test)
Relevant person or body: vicar
Approximate date of building: Modern
Is the building listed? Yes ✓ No
If so, please state whether it is grade I, II* or II: 1
Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes ✓ No
Is the building, its curtilage or any adjoining structure in a conservation area? Yes No ✓
If it is, please state which: THE conservation area of conservation areas

You can also choose to open the form with Microsoft Word or other computer software.

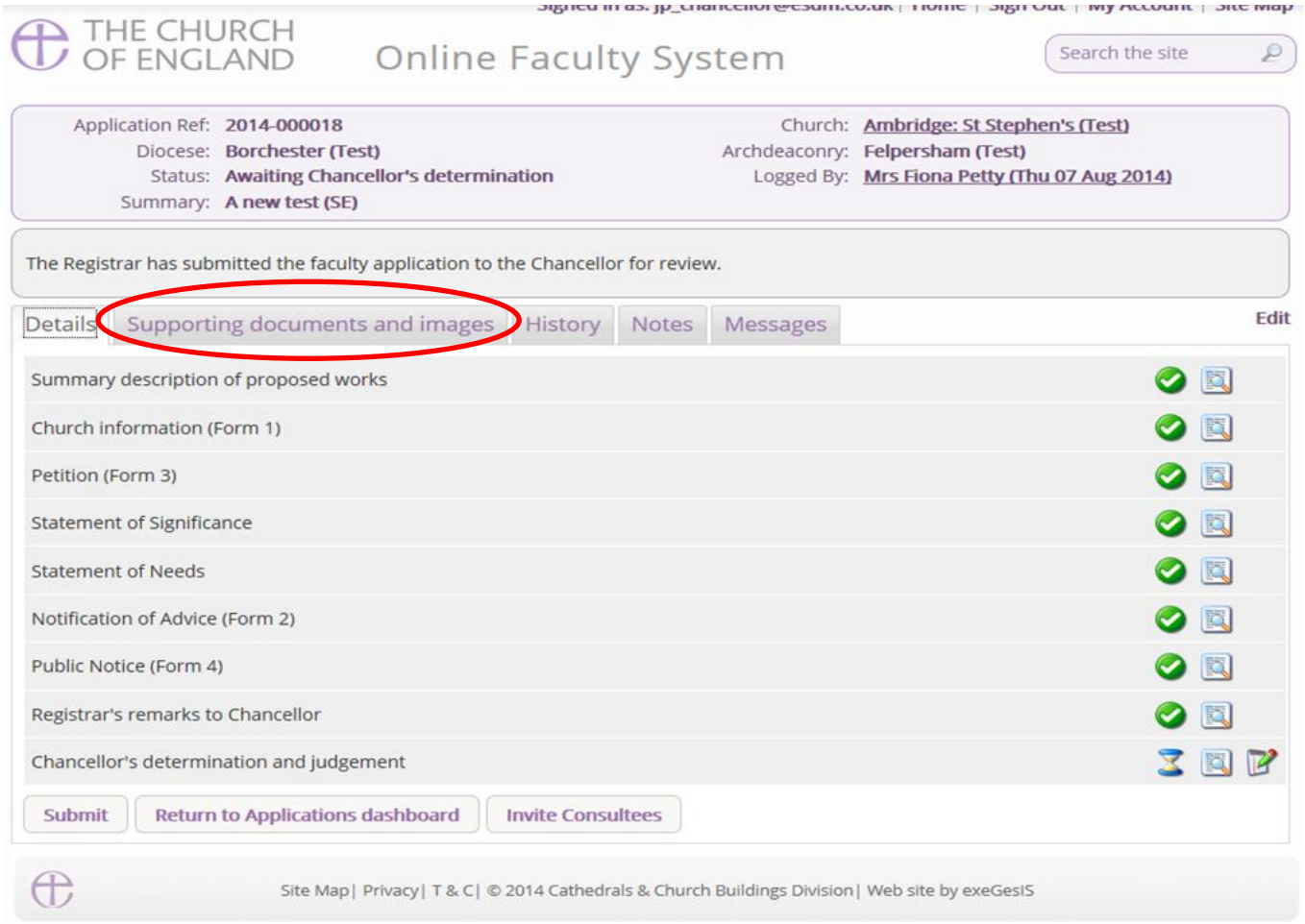
Click here for your options.

7. The form is will open in an easy-to-read format. To print, click **Print**
   *Please note this process might be slightly different according to individual computers and operating systems.

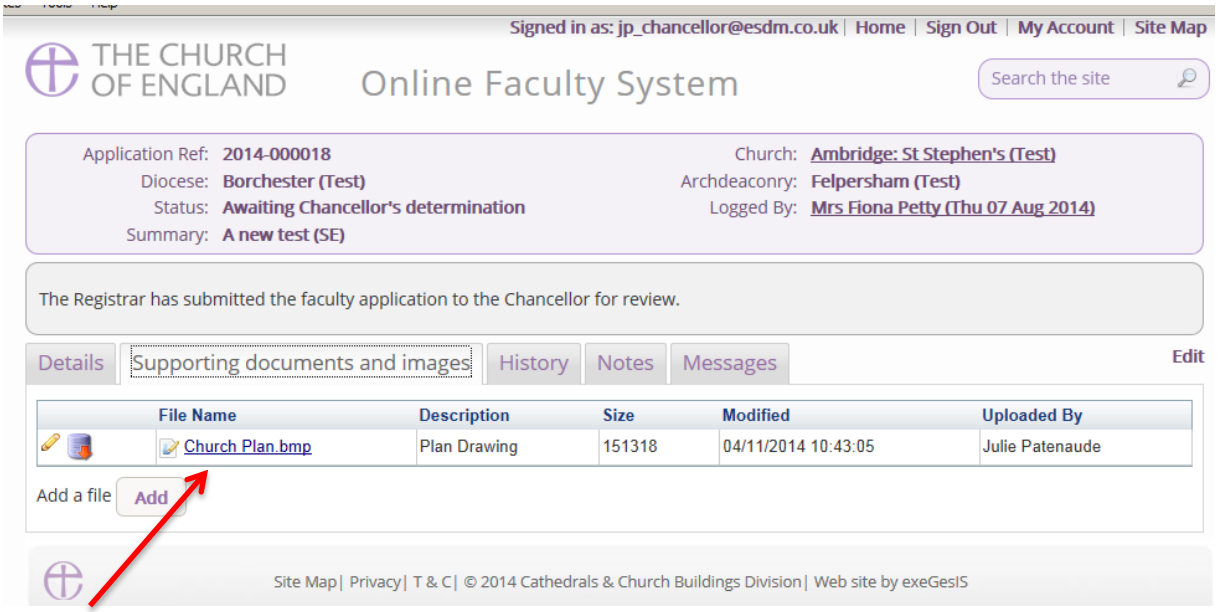

2014-000076_Form1Report_2014_12_01.pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 2
103%
Find
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 1B
(Rules 3.2 and 4.6)
Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)
Diocese of Borchester (Test)
Building: Penny Hassett: St David (Test)
Relevant person or body: vicar
Approximate date of building: Modern
Is the building listed? Yes ✓ No
If so, please state whether it is grade I, II* or II 1
Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes ✓ No
Is the building, its curtilage or any adjoining structure in a conservation area? Yes No ✓
If it is, please state which THE conservation area of conservation areas
Is the building, its curtilage or any adjoining structure in a national park? Yes ✓ No
If it is, please state which Greenwood

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

10. Click the **document's name** to open it



## Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on https://facultyonline.churchofengland.org/contact